Graduate AGNP students who are currently taking (or recently completed) NURS 755 or NURS 757 will receive a survey about their intentions to continue at their clinical sites 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 are able to remain at your most recent placement, or if you will need a new placement or change of preceptor. Students with more than one placement must 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.

Fall 2019 Placement Survey Deadlines

Complete the Placement Continuation Survey by 11:59 PM, Sunday, 6/23/19.

1) If no changes are needed, no further action is required until around the start of the semester.

2) If any changes are needed, complete a follow-up self-placement request or placement assistance form by 11:59 PM, Monday, 7/1/19 (forms will open on Tuesday, 6/25/19).

Grab the latest version of this guide at www.hunter.cuny.edu/nursing/current-students/inplace
1. Complete a Placement Continuation Survey

One response is required for each of your most recent placements. This brief survey asks:

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

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

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
- 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
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.

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

Placement will not be copied over.

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

Preceptor will be included in the copied record.

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
- Yes, but I need help finding a site and preceptor
- Yes, change of preceptor(s) at the SAME site

Depending on which ‘Yes’ answer you choose, staff will provide you with access to the Self-Placement Request form or a Placement Assistance form (see next page).

No further action needed until the term begins.
3. Provide additional information 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 (not required until the start of the term)]

If you need to change your response but already submitted 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 identified a site and preceptor on their own.

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

A task will appear in your **To Do** list on your home screen. Click on this task to be brought to the submission form.

The course, term, and term dates will be shown in the task.
When submitting more than one self-placement request for the same course, make sure to estimate the number of hours you will attend each site. Once your submission(s) reach the practicum’s total hour requirement, the Self-Placement form will disappear from your home screen.

Enter the same Start and End dates of the term displayed in the course heading (shown below in parentheses). The Experience and Duration fields will auto-fill 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 both within the same agency. The placement’s duration must be split by entering the approximate hours you will spend at each location. If you are unsure, enter 105 hours for each site.
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 type 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.

**Unacceptable**

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<tr>
<th>Agency agreement contact details</th>
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<tr>
<td>Title</td>
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<tr>
<td>Dr</td>
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<td>Jones</td>
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**Acceptable**

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<tr>
<th>Agency agreement contact details</th>
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<td>Title</td>
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<td>Karen</td>
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<td>Last name *</td>
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<td>Jones</td>
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Placement Assistance form

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

Students who need help finding an agency and preceptor 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 required for form:

- Upcoming course information
- Date of birth
- Current place of employment (name of agency/organization and department/unit)
- Borough preferences for placement
- Languages spoken (other than English)
- Preferred agency (if applicable), and any known agency clinical contacts or preceptor information

Student requests assistance finding a placement.

Students continue searching for a placement & preceptor.

Placement staff submit requests to potential agencies.

Placement staff receive offers on a rolling basis and open them to unplaced students for selection.
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.
How Placement Assistance forms are processed

Once the placement form’s deadline has passed, the form will be closed. Placement staff will review responses to take stock of outstanding placement needs and reach out to agencies in our network for placement opportunities to meet this need.

Students awaiting placement assistance should continue seeking a placement on their own. If a placement is found on your own, you can switch forms by updating the Placement Assistance Poll found on your My Details page (see following page for instructions).

Self-Selectable Placement Offers

Placement staff may publish self-selectable placement offers received from agencies on a rolling basis for unplaced students to select on a first-come, first-served basis. These placement offers are released for open selection on a designated date and time. Whenever possible, staff will notify unplaced students of an upcoming self-selection period so they can plan to be online at the scheduled time when they are released. Instructions will be provided in advance.
Changing your response (before the deadline)

If you need to switch forms due to a change in your circumstances, simply update the ‘Placement Assistance Poll’ found on your My Details page. If the forms are still accepting submissions, you’ll be able to complete the other form within ~5 minutes of updating your response to the poll:

• Selecting “Yes, I have already arranged a placement site and preceptor for the upcoming term” unlocks the [Self-Placement Request Form](#) – only for students who already have a site and preceptor

• 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 a site and preceptor

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

If everything is correct, complete a short Placement Confirmation form found 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).
Change Request form

For unanticipated or last-minute changes after placements have been reviewed, approved, and confirmed.

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 something in your placement details is missing or incorrect, please 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 and must be removed.
• When you need to add an additional placement to supplement your clinical hours.
• When you need to remove a placement entirely.

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.
Details to include in your Change Request

**Change of Preceptor at Upcoming Placement**
“[I’ll be working with a new preceptor at this site next semester. Please change my preceptor to: [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 to Upcoming Placement**
“I’ll be working with an additional preceptor for this site next semester: [Additional Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

**Change of Placement Site for Upcoming Practicum**
“I am not returning to this site next semester. I will instead be going to: [Full Agency Name], [Department], [Site Address]. My preceptor at this site is [New Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone]. This placement was confirmed by [Dr. Hickey/Ms. Tanit Lang/etc.]”

*Important: Follow up with your Placement Coordinator if this has not been confirmed by the School.*

**Add Additional Placement Site and Preceptor (to supplement hours)**
“This placement is correct, but I’ll also be attending a 2nd placement. Please add: [Additional Agency Name], [Department], [Site Address], [Additional Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone]. This placement was confirmed by [Dr. Hickey/Ms. Tanit Lang/etc.]”

*Important: Follow up with your Placement Coordinator if this has not been confirmed by the School.*

If you have no placement listed at all, the Change Request form will not be available to use. Contact your placement coordinator for assistance.
Submitting the Change Request

A green confirmation box will appear when your request was submitted successfully. It also appears in a blue bar across the placement details page (shown below):
Change Request statuses

Once the request has been reviewed and processed by placement staff, its status will be updated and displayed on your home screen:

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

Statuses for Change Requests:

- **Submitted** – initial status when submitted by student
- **Pending** – an interim update to inform the student that their request is being reviewed
- **Accepted** – an update indicating that the request has been approved/processed
- **Not Approved** – an update indicating that the request was not approved and 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.

*If you encounter a problem when trying to submit a Change Request, please contact your placement coordinator for assistance.*