Requesting Placements for NURS 755

Rev. 06/20/2019

Grab the latest version of this guide at
www.hunter.cuny.edu/nursing/current-students/inplace

Hunter-Bellevue School of Nursing
Getting Started

Log in to InPlace at:
https://huntercollege-us.inplacesoftware.com

Click the top button, **Login with Hunter NetID**

NetID information from ICIT:
www.hunter.cuny.edu/it/help-docs/the-hunter-netid

If you do not know your NetID:
https://netid.hunter.cuny.edu/verify-identity

To reset your NetID password:
https://netid.hunter.cuny.edu/forgot-password

The other login method (bottom) is for accounts created manually within InPlace. Do not use this method unless instructed to do so.
Getting Started

On the next screen, enter your Hunter NetID credentials to sign in (example: sm7859).

- For information and support, visit [www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)
Student Home Screen

Your home screen displays upcoming/confirmed placements, recent alerts and notifications, and reminders to complete tasks within the system.

Your **To Do** list will show outstanding survey questions or forms to be completed, placement assessments, and unfinished drafts of logbook entries to be submitted.

**Notifications** may include alerts regarding your placement status, alerts published by college staff, and other system messages.
Graduate AGNP students currently enrolled in NURS 751 will be asked to complete a poll (link shown on the home page) to determine how much assistance they will need in finding a placement for NURS 755.

Open the poll using the link in the To Do list of your home page, or click your username in the navigation bar and visit My Details to find it there.

Option 1 – access the poll from your To Do list (home page)

Option 2 – access the poll from your My Details page
Completing this poll will publish one of two placement forms to your account within ~5 minutes:

- 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 you are not enrolling in NURS 755 next term, select the last option (“N/A...”).
Self-Placement Requests

For students entering their first practicum or returning from a leave of absence who have already identified a placement site and preceptor.

Use the Self-Placement Request form to submit placement information for an upcoming practicum. Self-Placement submissions are reviewed by the school’s placement staff for approval, who use your submission details to send a formal request letter to the agency on your behalf.

Before submitting a self-placement request, you must have already identified an agency and preceptor who has agreed to work with you.

Information Required for Form:

- Agency name, department/unit, phone number, and business address.
- The full name, credentials, phone number, and email address of a Preceptor who has agreed to work with you (required).
- The name, phone number, and email address of a Clinical Contact (e.g., from nursing education, administration, etc.) responsible for approving the placement request made by HBSON placement staff.

Pre-Placement Arrangements by Student

Student identifies potential agencies and preceptors for placement.

Student contacts preceptor to arrange placement

Once the agency and preceptor agree, student submits a request in InPlace

College Placement Office processes student’s self-placement and confirms it with the agency.

Self-Placement Submission
Accessing the Self-Placement form

If you respond to a survey or poll indicating that you have found a 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.

If you need more than one placement for a course (a maximum of 2 placements may be requested), 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, estimate the hours you will spend at each site or divide the total required hours by half.
How Self-Placements are processed

Data that you submit in the form is compared against our own Agency database. The system will try to pair what you type with potential matches to avoid adding 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.

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<thead>
<tr>
<th>Unacceptable</th>
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<tbody>
<tr>
<td><strong>Agency agreement contact details</strong></td>
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<tr>
<td><strong>Title</strong></td>
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<tr>
<td>Dr</td>
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<tr>
<td><strong>First name</strong> *</td>
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<tr>
<td>K.</td>
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<tr>
<td><strong>Last name</strong> *</td>
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<tr>
<td>Jones</td>
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<tr>
<th>Acceptable</th>
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<tr>
<td><strong>Agency agreement contact details</strong></td>
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<td><strong>Last name</strong> *</td>
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<td>Jones</td>
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Placement Assistance Form

For students who need help finding a 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

**Flowchart:**

1. Student requests assistance finding a placement.
2. Students continue searching for a placement & preceptor.
3. Placement staff submit requests to potential agencies.
4. Placement staff receive offers on a rolling basis and open them to unplaced students for selection.

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

*Placement requests*

*Placement offers*
How to request placement assistance

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.

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<thead>
<tr>
<th>Preferences for Term</th>
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<tr>
<td>2019 SPRING TERM (1/25/2019 to 5/22/2019)</td>
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<table>
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<tr>
<th>Clinical Course</th>
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<tbody>
<tr>
<td>N757 (PC 2) - AGNP</td>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
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<tr>
<td>10/1/2018</td>
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<table>
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<tr>
<th>Place of Employment (Agency)</th>
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<tr>
<td>M5KCC PST</td>
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<th>Place of Employment (Department/Unit)</th>
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<td>PST</td>
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<table>
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<tr>
<th>1st Preference Borough</th>
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<td>Brooklyn</td>
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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).

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.
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 Placement**
“I’ll be working with a new preceptor at this site. 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 Placement**
“I’ll be working with an additional preceptor for this site: [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):
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.*