

# Requesting Placements for NURS 755

Revised 2/14/2020

Graduate AGNP students currently taking NURS 751 are asked to log in to the InPlace placement management system and complete a poll indicating their intention to enroll in NURS 755 in an upcoming term, and to update their status in finding a placement/preceptor who is willing to work with them.

When a placement/preceptor has been found (and the preceptor has verbally committed), students should submit a placement request in InPlace for the school to review.

The school will then review health clearances and other requirements before formally requesting the placement with the affiliating site.

Please read this guide carefully for step-by-step instructions and contact Ms. Tanit Lang-Michelson at [tl235@hunter.cuny.edu](mailto:tl235@hunter.cuny.edu) or your program's faculty coordinator if you have any questions or issues.



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

*Grab the latest version of this guide at*  
[www.hunter.cuny.edu/nursing/current-students/inplace](http://www.hunter.cuny.edu/nursing/current-students/inplace)



# Log In to InPlace



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

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



NetID information from ICIT:

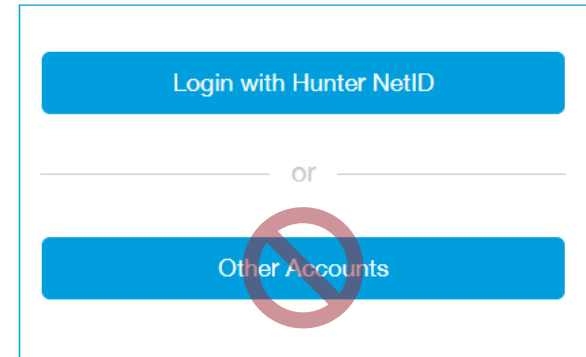
[www.hunter.cuny.edu/it/help-docs/the-hunter-netid](http://www.hunter.cuny.edu/it/help-docs/the-hunter-netid)

If you do not know your NetID:

<https://netid.hunter.cuny.edu/verify-identity>

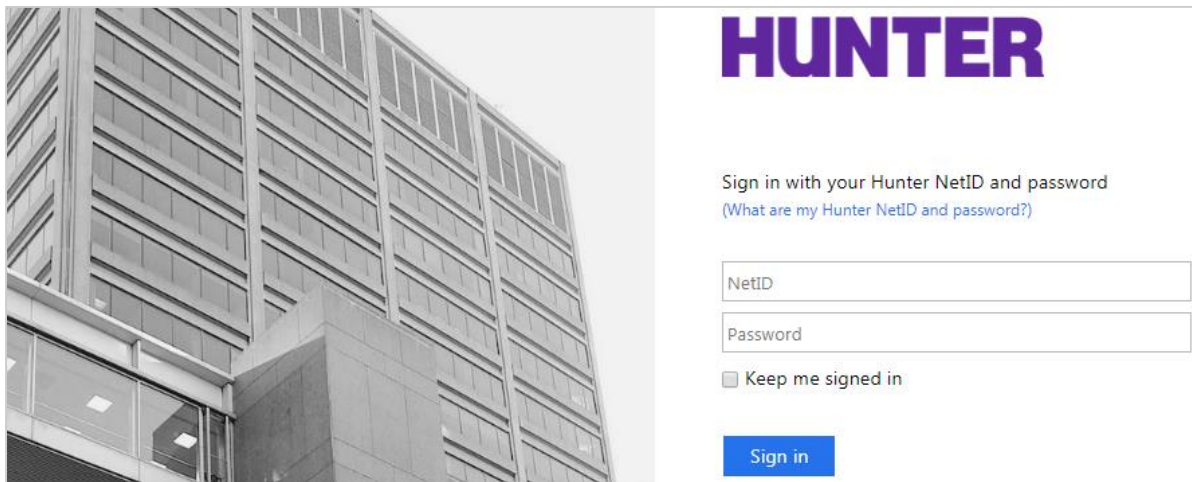
To reset your NetID password:

<https://netid.hunter.cuny.edu/forgot-password>



*The bottom button is for manually-created accounts. Do not use this method unless instructed to do so.*

On the next screen, enter your **Hunter NetID** credentials to sign in (example: *sm1234*).



# Student Home Screen

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

**HUNTER** InPlace

Home Confirmed Available Requirements Calendar Shared Documents sm-student ▾

**Confirmed**

NEXT ATTENDING:

**Hunter-Bellevue School of Nursing (HBSON), Hunter College >**  
1/24/2018 - 5/24/2018

[View All Confirmed](#)

**Available**

[View available](#) [View shortlisted](#)

**To Do** 2

Information required for Student Additional Information - General >

You have 1 outstanding Log Book(s) for your Placement at Hunter-Bellevue School of Nursing (HBSON), Hunter College. >

**Notifications** 6

You have been assigned to Hunter-Bellevue School of Nursing. Starting on: 1/26/2018

You have been assigned to Hunter-Bellevue School of Nursing. Starting on: 1/26/2018

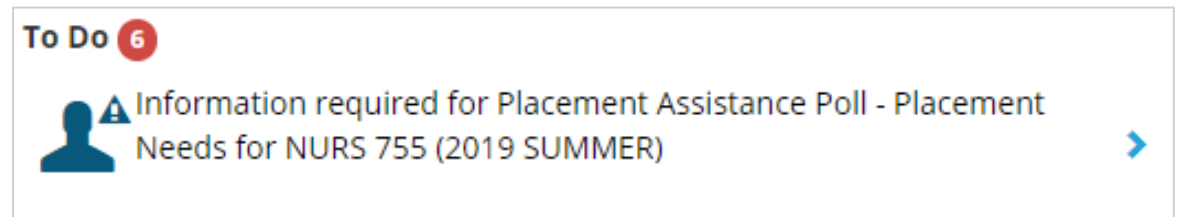
*Your **To Do** list will show outstanding forms to be completed, including the initial placement poll and any resulting forms based on your response.*

***Notifications** may include alerts regarding your placement status, alerts published by college staff, and other system messages.*

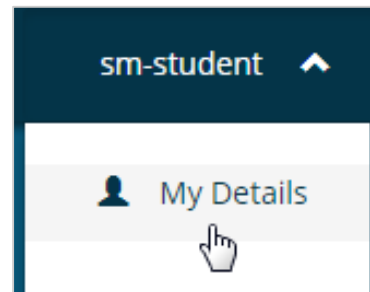
# Open the Placement Assistance Poll

Open the poll using the link located in the **To Do** list on your home page. You can also access the poll by clicking your **username** in the navigation menu and selecting **My Details**.

*Option 1 – Sample poll as seen from your home page **To Do** list*



*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:

- Select “Yes, I have already arranged a placement site and preceptor for the upcoming term” to unlock the **Self-Placement Request Form** **only if you have already found a site and preceptor.**
- Select “No, I need assistance identifying a placement site and preceptor for the upcoming term” to unlock the **Placement Assistance Form** **if you need help finding a site and preceptor.**

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

Press **Submit** to save your selection.

### 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](#)

# Self-Placement Requests

*For students entering their first practicum (or returning from LOA) who have **already identified a placement site and preceptor.***

Use the Self-Placement Request form to submit your placement and preceptor's information for review and approval by school placement staff, who will use this information to send a formal request letter to the agency on your behalf.

Before submitting a self-placement request, you must have already identified a preceptor who has agreed to work with you. Most students network with their colleagues and/or other students in the program to identify prospective leads.

## 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 at the agency.

Student identifies potential agencies and preceptors for placement.

Student contacts preceptor to secure their commitment.

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

School placement staff process the request and formally confirms it with the agency.

*Pre-Placement Arrangements by Student*

*Self-Placement Submission*

*Self-Placement Processing & Confirmation*

# Accessing the Self-Placement form

If you respond to a 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 review.

The form will appear within 5 minutes of submitting the poll. A task will appear in your **To Do** list on your home screen. Click on this task to be brought to the submission form.



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 task.

# Filling out the Self-Placement form

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 to meet the course's hourly requirements, a request form must be submitted for each placement setting (e.g., unit/department), even if they are within the same agency. Generally, the AGNP program permits a maximum of 2 placements per clinical course.

**TEST NURS 0000 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%

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**Placement details**




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**Period**

Start   End  

---

**Duration**

Experience   Duration \*  Unit   

[+Add another experience](#)



# 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, please 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

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

## Acceptable

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 will prepare a formal placement request and submit it 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 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 give staff plenty of lead time to meet various agency deadlines. This form is located on your **My Details** page (username > My Details).

## Information Required for Form:

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

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.

*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.

### 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).*

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

# 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.

Students needing placement assistance **should continue looking 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

If there are many unplaced students, 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 of the week (e.g., Mondays at 1pm). 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 the offers are released. Instructions will be provided in advance.

# Changing your response (before the deadline)

*For all students*

If you need to switch forms due to a change in circumstances, simply update the 'Placement Assistance Poll' 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.

- 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 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 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.

Submit

✕Cancel [Reset](#)

# Placement Confirmation form

For all students (Complete just before the semester starts)

As the term's 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, to add/change your primary preceptor), submit a [Change Request](#) form located at the bottom of the Details tab (see next page).

### Review Upcoming Placement Details

Please review and confirm this placement (site and preceptor(s), if applicable/listed above) in advance of the upcoming term. If any changes are required, submit a Change Request form at the bottom of this page.

#### Review Upcoming Placement Details

Please review and confirm your upcoming placement details.

Select status...

- Yes, the site and preceptor(s) listed for this upcoming placement are correct.
- No, I am not returning to this site next semester and will submit a Change Request (located below).
- No, the site is correct but I will be changing preceptors and will submit a Change Request (located below).

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 corrections, updates, 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 is missing one or more preceptors (a preceptor is required/must be listed).
- When your preceptor changes and must be removed.
- When your preceptor's email address is missing or incorrect (an email address is required/must be listed).
- When you need to remove a placement entirely (e.g., if you or the agency/preceptor has withdrawn).

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.



### Agency Additional Information

Agency Information

Agency Borough  
Manhattan

Submit change request


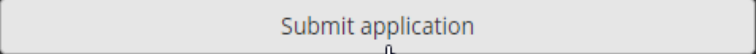
 Placement for Demo\_test

 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](mailto:jdoe@mskcc.org)



# Details to include in a Change Request

## **Change of Preceptor at Placement**

"I have 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 at this site: [Additional Preceptor Name and Credentials], [Department/Unit], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone]."

## **Change of Placement Site**

"I am not attending this site. I will instead be going to: [Full Agency Name], [Department], [Site Address]. My preceptor is [New Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone]. This placement was confirmed by [the school, Mrs. Tanit Lang-Michelson, 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 2<sup>nd</sup> 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 [the school, Mrs. Tanit Lang-Michelson, 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. Contact your placement coordinator for assistance.*



# 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 (with instructions to resubmit) or may be closed for other reasons.

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