Graduate AGNP and PMHNP clinical placements are set up and confirmed with students in InPlace using one of four ways depending on the student’s scenario. Use the links below to skip to the relevant section of this document that applies to you.

Students entering their first practicum or returning from a leave of absence:
If you have identified a site and preceptor, go to:
Self-Placement Request Form

If you need help finding a site and preceptor, go to:
Placement Assistance Form

Students entering their second or third practicum:
If your placement site and preceptor(s) will remain unchanged for the upcoming semester, go to:
Placement Confirmation Form

If your situation changes and one or more of your sites or preceptors are no longer available, go to:
Change Request Form

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

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 name, phone number, and email address of a Clinical Contact responsible for approving and/or coordinating the placement with the School’s placement staff.
- The name, phone number, and email address of at least one Preceptor who has agreed to work with you.

Pre-Placement Arrangements by Student

Student identifies potential agencies and preceptors for placement.

Student contacts agency and/or preceptor to arrange placement.

Once the agency and preceptor agree, student submits the placement in InPlace.

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

Self-Placement Submission
Accessing the Self-Placement form

When a course for an upcoming term is opened for self-placement, the form will be available to any student who does not yet have a placement assigned to them (i.e., new students beginning their first practicum, students returning from a semester off or a leave of absence, etc.).

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.
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 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, estimate the hours you will spend at each site.

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.
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:

- **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**

- **Agency agreement contact details**
  - **Title:** Dr
  - **First name:** K.
  - **Last name:** Jones

---

**Acceptable**

- **Agency agreement contact details**
  - **Title:** Dr
  - **First name:** Karen
  - **Last name:** Jones
Placement Assistance Form

For students entering their first practicum or returning from a leave of absence who need help finding a placement site and preceptor.

Graduate students requiring assistance finding an agency and preceptor for an upcoming term should complete a Placement Assistance form as early as possible in order to meet agency deadlines. This form is located on your student 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 and allocate them to unplaced students.

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

<table>
<thead>
<tr>
<th>Preferences for Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 SPRING TERM (1/25/2019 to 5/22/2019)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>N757 (PC 2) - AGNP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of Employment (Agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M5KCC PST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of Employment (Department/Unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st Preference Borough</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklyn</td>
</tr>
</tbody>
</table>
Submitting a Placement Assistance form

Once submitted, the form’s status will change to Submitted as shown below. When a placement has been located/confirmed, staff will update this to ‘Verified’ which generates a notification on your home page.

A tracking area located at the end of the form may be used by placement staff to keep you updated on your placement request’s status.
If you are currently in a placement this term, your placement details will be copied over to the next practicum being offered the following semester. You will then be asked to review this placement (found in your list of confirmed placements 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, change of preceptor), submit a Change Request from the placement’s Details tab (see following page for instructions).
Change Requests

For students entering their second or third practicum who need to report a change in their upcoming Placement Details (e.g., change of preceptor).

Students who are currently completing a placement will see their placement records copied over to the next practicum course being offered the following term.

Once published, review your upcoming placement details and complete the Placement Confirmation form (detailed on the previous page).

If a change in your upcoming placement is required, please submit a Change Request form 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 or request an additional placement to supplement your clinical hours.
- When you need to change your placement site entirely.
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].”

*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 another placement next semester. Please add: [Additional Agency Name], [Department], [Site Address], [Additional Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

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

If you have no placement for the following semester 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:

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.

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