Placement Planning for First Practicum

Graduate AGNP and PMHNP students preparing for their first clinical practicum must log in to the InPlace placement management system and complete a poll indicating their intention to enroll in their program’s first practicum for the upcoming term and provide follow-up information regarding their status in finding a placement/preceptor.

This “opt-in” process is an important first-step in preparing for clinical and is required for receiving placement planning support from the school’s Graduate Placement Office.

If you have found a placement/preceptor willing to work with you (verbal commitment) or if you were matched with a placement by your program, you will need to submit your placement information in InPlace to have it added to your account for further processing.

Please read this guide carefully for step-by-step instructions and contact Mrs. Tanit Lang-Michelson at tl235@hunter.cuny.edu if you have any questions or issues.

Grab the latest version of this guide at www.hunter.cuny.edu/nursing/current-students/inplace
Log in to InPlace at [https://huntercollege-us.inplacesoftware.com](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](https://netid.hunter.cuny.edu/verify-identity)

To reset your NetID password:
[https://netid.hunter.cuny.edu/forgot-password](https://netid.hunter.cuny.edu/forgot-password)

On the next page, enter your **Hunter NetID** credentials to sign in (example: *sm1234*).
The InPlace student home page will display upcoming/confirmed placements, recent alerts and notifications, and reminders to complete tasks within the system.

Your **To Do** list will show outstanding forms to be completed, including the initial placement planning poll and any resulting follow-up forms that are shared with you based on your response.

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

You must opt-in to the placement planning process by completing a short poll by the deadline provided by your program. Placements are planned months in advance—late responses to this poll may make you ineligible to enroll in the practicum.

Access the poll by clicking your username in the navigation menu and My Details.

If you do not see a poll on your student profile, please contact your program coordinator for assistance.
The poll asks, “For this upcoming term and course, have you secured the commitment of an agency/preceptor who is willing to work with you?” Your response may then require you to complete a follow-up form:

- Select “Yes, I have a placement and preceptor to submit in InPlace for the upcoming term” to unlock the **Self-Placement Request form** – Submit this form only if you have found a placement/preceptor.

- Select “No, I need help finding a placement and preceptor for the upcoming term” to unlock the **Placement Assistance form** – Complete all questions in this form if you need help finding placement.

If your placement is already listed in InPlace or you are being helped in some other way (no new placements needed), select “Other”. If you are not enrolling in the clinical practicum next term, select “N/A”.

Be sure to click the Submit button to save your response.
Self-Placement Requests

For students who have identified a placement site/preceptor.

If you responded “YES” to the poll, a Self-Placement Request form will appear on your home page within 24 hours (later updates to the poll are processed faster, in as little as ~5 minutes).

Use this form to submit your placement information for processing by school placement staff, who will send a formal request to the agency on your behalf and publish the placement to your InPlace account.

Information needed for form:

• Agency name, department/unit, phone number, and business address.

• The full name, credentials, phone number, and email address of a qualified Preceptor (a licensed MD/DO or certified NP with at least 1 year of experience in your program’s population focus/specialty) who has verbally agreed to work with you and supervise your placement.

• 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.

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Pre-Placement Arrangements by Student

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.

Self-Placement Submission

Self-Placement Processing & Confirmation
Accessing the Request form

A link to access the Self-Placement Request form will appear on your home page To Do list within 24 hours of completing the poll.

The form will remain available for the entire submission period, or until closed by placement staff. Please be aware of agency deadlines posted by your program—late submissions past an agency’s placement deadline may result in your request being denied.

Click the link on your home page to start a new request.

The course, term, and term dates will be shown in the task.
When submitting more than one request, the duration can be the same—there's no need to split them.

Filling out the Request form

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.

When submitting more than one request, the duration can be the same—there’s no need to split them.
Self-Placement Requests

How Requests 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 request.

Too Vague. Great.
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.

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 for staff to have more lead time in meeting agency deadlines. This form is located on your My Details page (username > My Details).

Information needed for form:

• Upcoming clinical course / intent to enroll
• 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)
• Preferred agency or clinical setting, if any (Note: requests for specific agencies may not be available)

Student requests assistance and shares preferences. Students continue searching for a placement & preceptor. Placement staff also look for potential 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
Click on your username in the top navigation menu, then select *My Details*. The placement assistance form will be located just below the placement poll on this page.

### 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)*.

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How Placement Assistance forms are processed

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 for placement opportunities on your own. Students have the greatest success when actively networking with other students and colleagues.

If you find a new placement, you can switch forms by updating the Placement Planning 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 placement information for processing.
Changing your Poll response

For all students

If your circumstances change during the placement planning period, update the ‘Placement Planning Poll’ on your My Details page. After changing your response, you’ll be granted access to the other follow-up form (typically within ~5 minutes, but in rare cases, membership criteria may update overnight):

- 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.*

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**Placement Planning Poll**

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

- Select status...

- Yes - I have a placement and preceptor to submit in InPlace for the upcoming term [Opens the Self-Placement Request form]

- No - I need help finding a placement and preceptor for the upcoming term [Opens the Placement Assistance form]

- Other - My placement was already added to InPlace or is pending further processing [No additional sites needed]

- N/A - I am NOT enrolling in this course for the upcoming term.

Submit  ✗ Cancel  Reset
As the term’s start date approaches, your placement will be published to your InPlace account (on the Confirmed page with a status of “Upcoming”) for you to review. Please check that all details are complete and accurate.

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).
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:

• If your placement details is missing one or more preceptors (at least one primary preceptor must be listed, i.e., one who will be directly supervising and working with you on site).

• If your preceptor changes (i.e., remove the current individual listed and add a new 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). If you need to withdraw from a placement opportunity, be sure to send a thank you note to the agency/preceptor and inform the School.

• When the term begins, if your seminar instructor is incorrect or not listed on your placement details 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.

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

On the placement’s Details tab, click the “Submit change request” button near the bottom of the page, then write a detailed message on the next page explaining what should be changed.

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:

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

- **Submitted** – initial status when submitted
- **Pending** – request is being reviewed, or more info may be needed to process it
- **Accepted** – the request has been approved/processed (usually, no further action is needed)
- **Not Approved** – the request was not approved and/or has been closed. Requests may be rejected if they lack sufficient detail. If this happens, please submit a new request with any missing details noted.