HUNTER

InPlace

Placement Planning for First Practicum

Revised 4/19/2023

This guide applies to AGNP & PMHNP students who are...

- Preparing to take N755 or N782 next term
- Finished taking all pre-requisites needed to begin the clinical component of their program
- Cleared for clinical practice for the upcoming year via CastleBranch

As part of the planning process for your first clinical practicum, you will be asked to complete a ***Placement Planning form***. This form includes a poll to indicate your status in finding a placement.

On the ***Shared Documents*** page, you will find lists of agencies with affiliation agreements for the School and for your program. Use these lists, and your professional network, to seek prospective opportunities with MD/DOs or NPs in your specialization who may be willing to precept you.

Once you have found a placement/preceptor willing to work with you, or if you are matched with an agency through your program, you will need to submit your placement details in InPlace for further processing.

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

Quick Guide

Quick Guides provide targeted information about a topic. For general documentation, please download the **InPlace Student User Guide**.

Summary of Actions Required

Confirm your eligibility and intent to start clinicals for the upcoming term. Attend any orientations hosted by your program. Submit all health and clinical clearance documentation in CastleBranch.

Log in to InPlace to fill out a ***Placement Planning form*** located on your student profile (username > My Details).

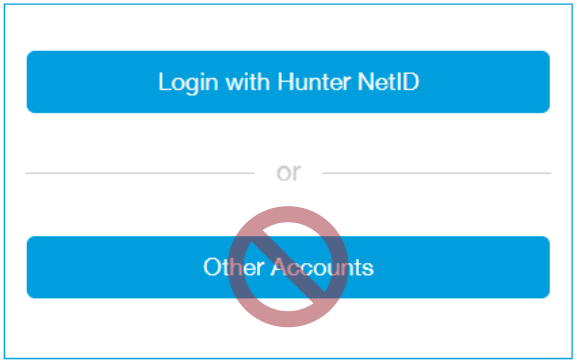
Download agency affiliation agreement lists (for the School of Nursing and for your program) from the ***Shared Documents*** page. Refer to these lists when networking and seeking placement opportunities.

- If you have found a placement at an affiliated agency, use the ***Self-Placement Request form*** on your home page to submit it to the School for processing.
- If you have found a placement at an unlisted agency, notify your program coordinator ASAP to request an affiliation agreement with CUNY Legal.

Log In to InPlace

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

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



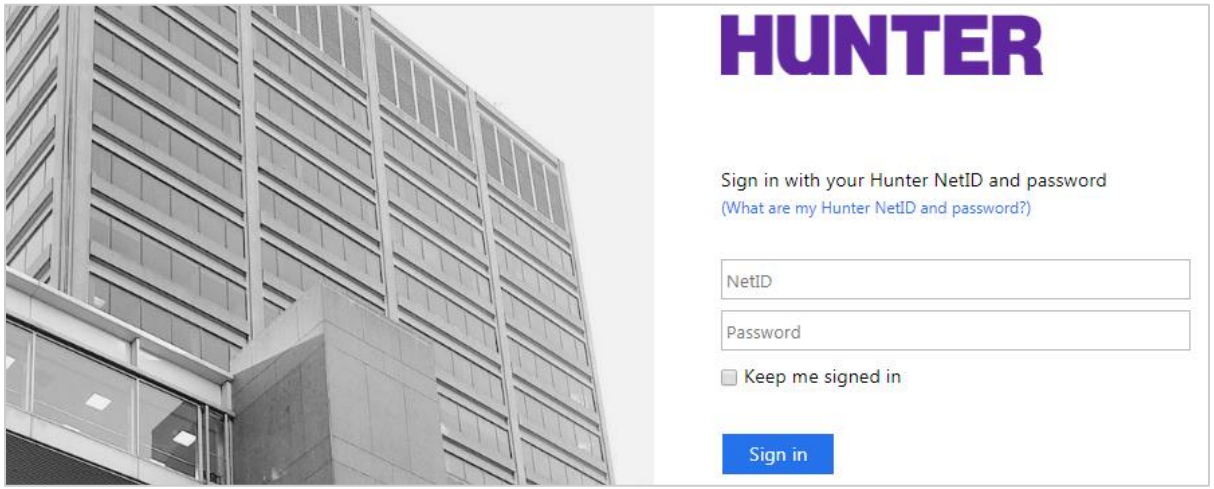
The bottom button is for manually-created accounts. Do not use this method unless instructed to do so.

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

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



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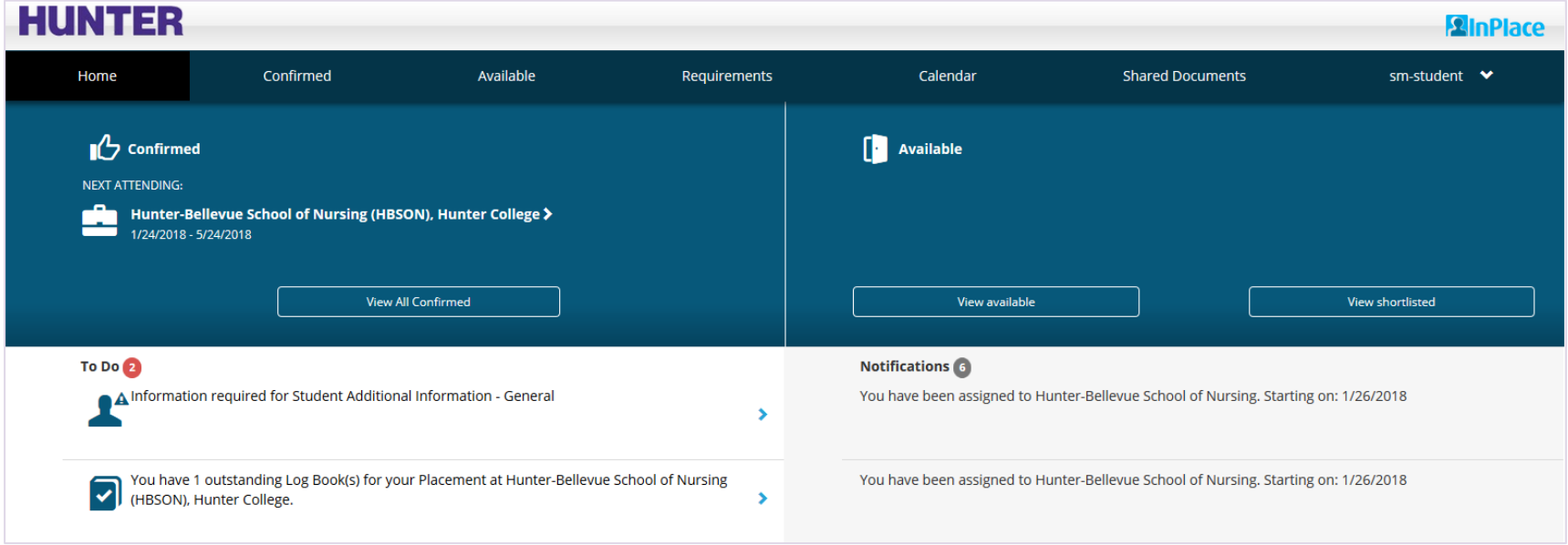
Student Home Page

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.*

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Complete the Placement Planning form

Go to your student profile (**<u>username > My Details</u>**) to complete the *Placement Planning form*.

Information needed (all students):

- Date of birth
- Current place of employment (name of agency and the department/unit)
- Basic placement preferences (e.g., preferred borough, clinical setting, etc.)
- Languages spoken (only those you would feel proficient speaking in a clinical setting)
- <u>Placement Planning Poll (shown below)</u>: Use this poll to indicate your <u>status</u> in seeking or finding a placement for the upcoming term.

Placement Planning Poll

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

- ❑ Yes – I have found a new placement/preceptor for the upcoming term [Important: submit a Self-Placement Request form]
- ❑ No – I am looking for a placement/preceptor for the upcoming term.
- ❑ Other – My placement was already added to InPlace or is pending further processing.
- ❑ N/A – I am NOT enrolling in this course for the upcoming term.

If you do not see this form or question on your student profile, contact your program coordinator for assistance.

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Complete additional forms if needed

The Placement Planning form includes a poll to indicate your status in seeking/finding a new placement.

Follow-up actions to take:

❑ Yes – I have found a new placement/ preceptor for the upcoming term	• *Submit your new placement details using the* ***Self-Placement Request form***
❑ No – I am looking for a placement/ preceptor for the upcoming term.	• *Complete the rest of the Placement Planning form and continue searching for placement*

Students who are seeking a placement should complete all fields in the *Placement Planning form* as early as possible to allow more lead time for your program coordinator and/or school placement staff to share potential leads and opportunities. Placement offerings are limited and based on clinical partnership availability; schedules may include day and/or evening hours on any of the 7 days of the week. The School cannot guarantee that personal scheduling and location preferences will be accommodated. Please continue searching for placement opportunities on your own until suitable arrangements have been found.

Agency Deadlines

When searching for placement and completing these forms, please be aware that some larger agencies set placement deadlines for each term (see your **Shared Documents** page in InPlace for a list). Unless noted otherwise, other agencies require schools to submit requests ~30 days before the term begins.

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Agency Affiliation Agreements

Each agency (organization or facility) attended for placement requires a valid affiliation agreement with Hunter College, CUNY (i.e., you may not complete additional hours with your preceptor at their privately-owned practice unless it *also* has an affiliation agreement).

Agency Lists

Download an agency agreements list in InPlace from your '***Shared Documents***' page. AGNP and PMHNP students may also download a more targeted list of agencies for their program.

If your requested agency is not listed, **inform your program coordinator as soon as possible**. New agreements can take several months, especially with larger agencies or those requiring revisions to CUNY's standard agreement. The School is unable to expedite this process.

Agreement Process	Estimated Time to Complete
1. Clinical Agency information is sent by Student/Coordinator.	--
2. Affiliation Agreement Request is sent to Hunter Legal.	1 week after received
3. Hunter Legal sends contract to clinical agency.	up to 1 week
4. Clinical agency signs contract and returns it to Hunter Legal.	A few weeks to a few months (longest part of the process)
5. CUNY Legal formally approves the agreement.	4 - 8 weeks
6. Hunter Legal sends the fully executed agreement to School placement staff.	1 - 2 weeks
7. Placement staff enters it into InPlace and notifies the student/program coordinator.	1 - 2 weeks

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Self-Placement Request form

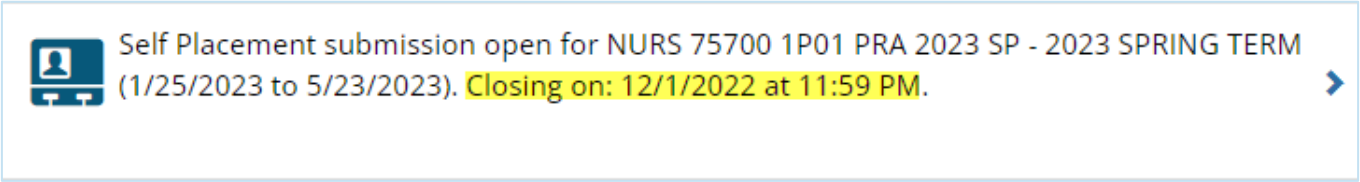
For students who have found a placement/preceptor who has verbally agreed to precept them.

When you find a placement (or are matched by your program), use the *Self-Placement Request* form on your home page to submit your placement details for further processing.

Information needed for form:

- Agency name, address, department/unit, and other information (e.g., website URL)
- A brief description of the placement setting, if not apparent (patient populations, specialty areas). AGNP students must spend at least one term in a primary care clinic or other ambulatory setting.
- The full name, credentials, and contact information (email and business or cell phone if preferred) of a preceptor (licensed MD/DO or board-certified NP) who has agreed to work with you.
- The name and contact information (email and business phone) of a legal/clinical contact at the agency who is responsible for approving NP placement requests from schools.

The form will remain open until the closing date noted in the link on your home page. However, **some agency deadlines are much earlier**—see your *Shared Documents* page for a list.



Click the link on your home page to access the self-placement form.

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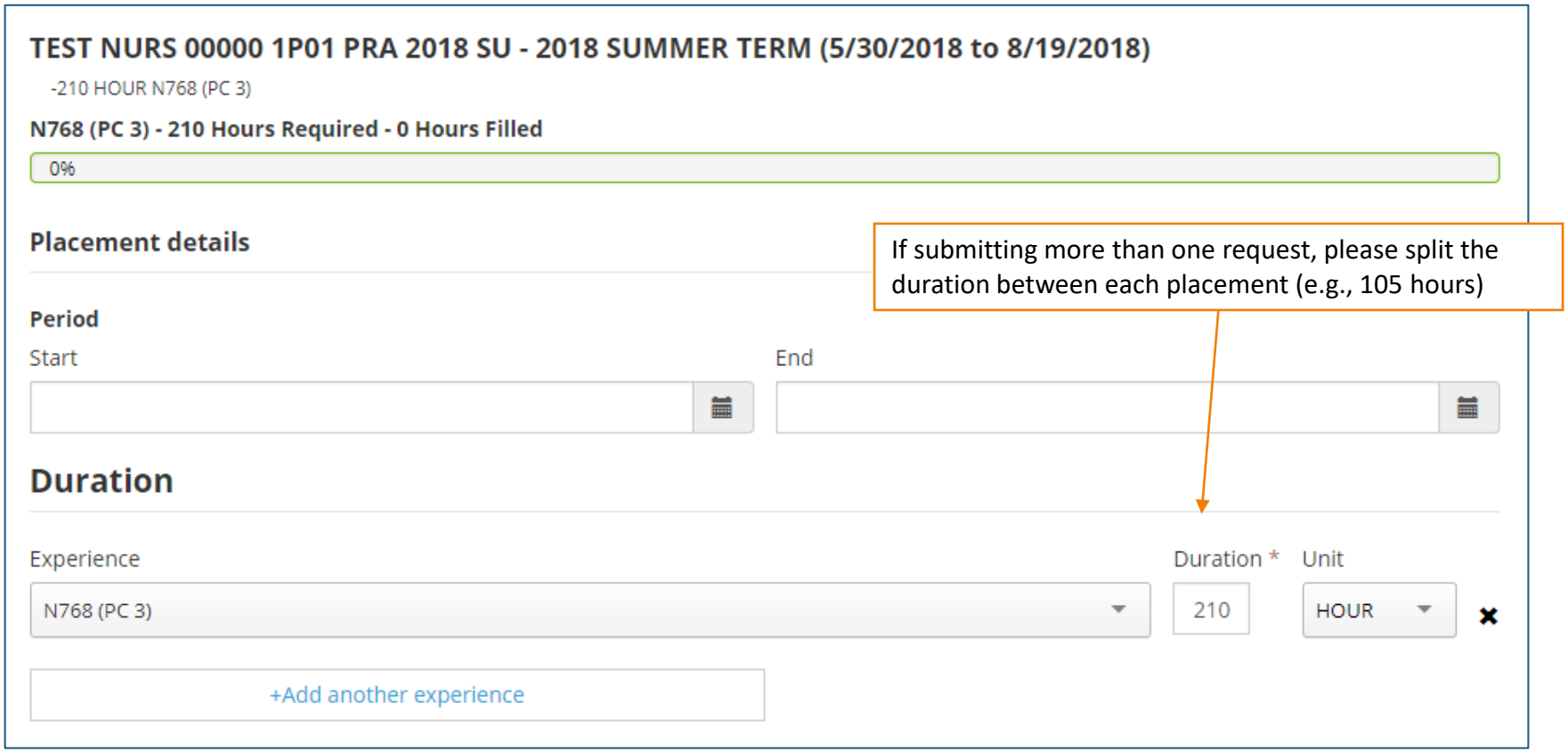
Filling out the Request form

Enter the same Start and End dates of the **term** shown in the course heading for the placement period. The Experience and Duration fields will auto-fill with your course's total required clinical hours. Do not enter Schedule information (you'll log hours as you go when the placement starts).

If you need more than one placement to meet the practicum's hourly requirements, submit a separate request for each distinct site (e.g., department/unit), even if they are at the same agency.



If submitting more than one request, please split the duration between each placement (e.g., 105 hours)

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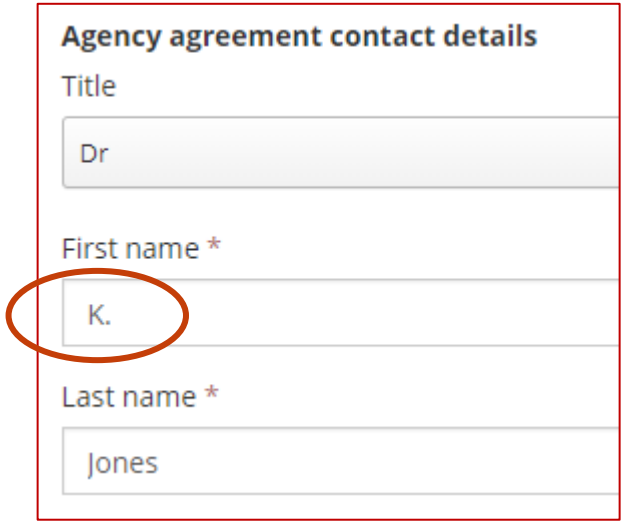
How Requests are processed

Data that you submit in the form is compared against our Agency database. The system will try to match what you typed with existing records.

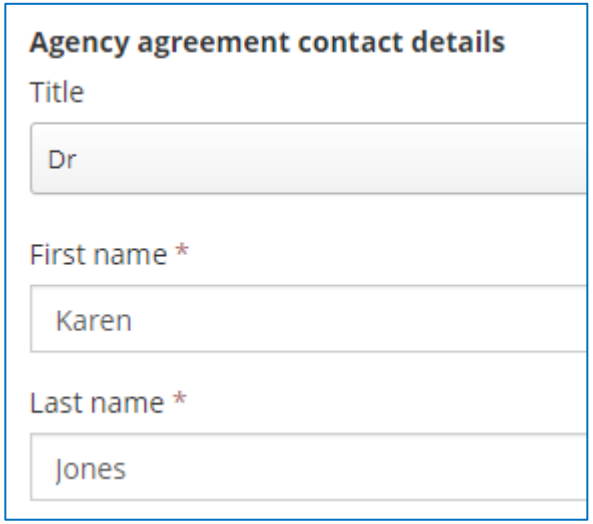
- Student Types: "Memorial Sloan Ketterig" (note the typo)
- System Finds: "Memorial Sloan Kettering Cancer Center (MSKCC)" *79% match*

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.

Too Vague



Perfect!



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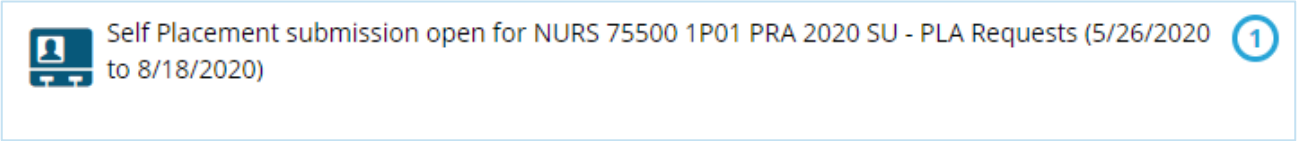
What happens next?

The form's link will show how many requests you have submitted.



The school will review your submission(s) to determine:

- If the setting/preceptor is appropriate for the practicum;
- For requests with your employer, if the requested department differs than where you are usually assigned.
- If you meet health/clinical clearance and/or other placement requirements; and
- If the college has a **valid affiliation agreement** with the requested agency.

Download an agency agreements list in InPlace from your 'Shared Documents' page. AGNP and PMHNP students may also download a more targeted list of agencies for their program. If you do not see your requested agency listed in either document, inform your program coordinator as soon as possible. New agreements can take several months, especially with larger agencies or those requiring revisions to CUNY's standard agreement. The School is unable to expedite this process.

Once approved, the placement will be published to your InPlace account, and the school will send a formal request to the agency on your behalf. The entire process may take several weeks depending on class size, demand, and agency documentation requirements. Be sure to stay up to date on all clinical clearance requirements in CastleBranch.

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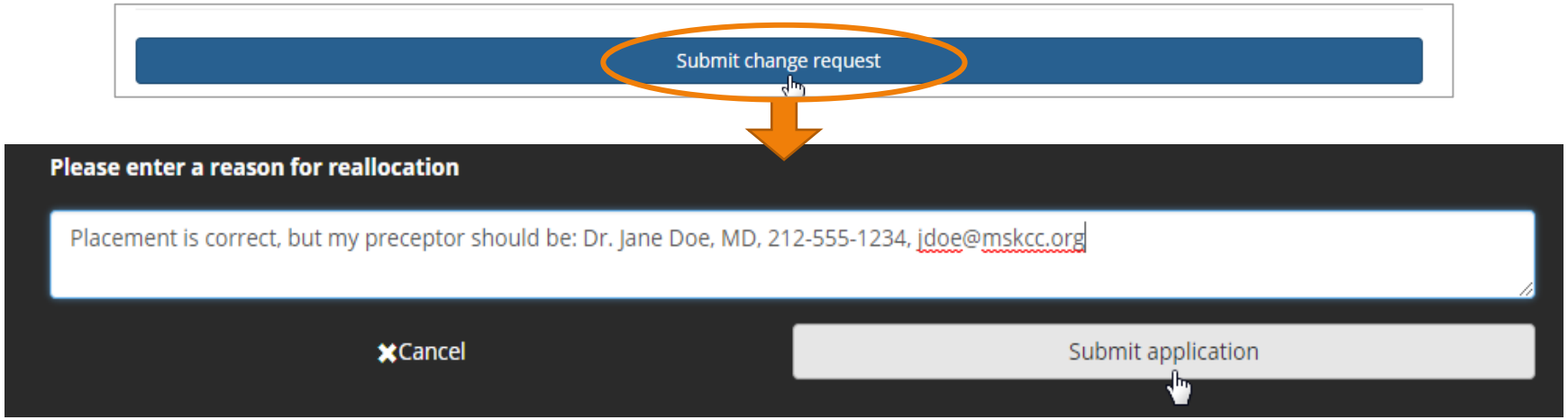
Change Requests

For corrections, updates, or unanticipated changes <u>after</u> a placement has been published to your account.

If an upcoming placement needs an update (for example, a change of preceptor at the same agency), submit a Change Request using the blue button at the bottom of the placement's ***Details*** tab.



When to submit a Change Request:

- If your placement details page <u>does not list a preceptor</u> under the ***Contacts*** area (at least one preceptor <u>must</u> be listed by your start date).
- If your preceptor has changed.
- If your preceptor's email address is missing or incorrect (required for evaluations).
- If you need to remove a placement entirely (no longer attending).
- Once the term has started, if your placement details page does not list your seminar instructor under ***Contacts***.

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Examples of Change Requests

Since the Change Request form is just one text box, please be specific in requesting what actions should be made.

Change Preceptors (Add one, Remove one)

"Please remove [Preceptor Name] and add: [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] should be [Preceptor Email Address]."

Add a Preceptor

"The director at my placement site has assigned a preceptor for me: [Preceptor Name and Credentials], [Email Address], [Business Phone or Mobile Phone]."

No Longer Attending Placement Site

"I will not be attending this site - Please remove it."

Important: *Inform your Placement Coordinator if you have not already done so. If you are voluntarily withdrawing from a placement site, remember to thank your prospective preceptor for the opportunity.*

Add or Change Seminar Instructor

"I have changed seminars to Section 3 with Dr. Kim Jones."

If no placement is listed for your practicum, the Change Request form will not be available. Contact the graduate placement office or your program's coordinator for assistance.

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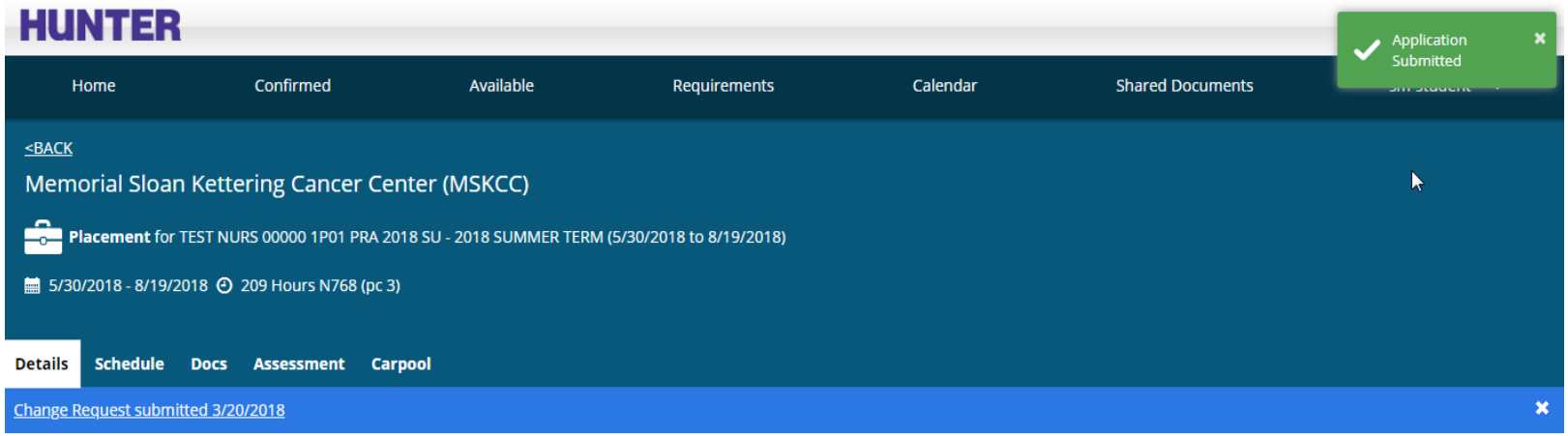
How Change Requests are processed

A green confirmation box will appear when your change request is submitted successfully.



Once processed by placement staff, you'll see a status update on your home page:

- **Pending** – Request is being reviewed and/or more info may be needed to process
- **Accepted** – The request has been approved/processed (no further action needed)
- **Not Approved** – The request was not approved or was closed for another reason (too vague, no action required, submitted on the wrong placement, etc.).