Placement Planning for Next Practicum

Graduate AGNP and PMHNP students who are completing a clinical placement are asked to fill out a short form located on their placement details to confirm they will continue at the site listed for their next practicum.

This guide applies to students in these scenarios:

- Taking N755 (planning for N757) or N757 (planning for N768)
- Taking N782 (planning for N783)

A prompt will appear on your To Do list in InPlace to complete a Placement Continuation form on your placement’s Details tab. The form asks if you will remain at the site listed. Please complete this form for each placement in your current practicum.

Actions Required

1) Complete a Placement Continuation form for each of your [current] placements listed in your account.

2) If no changes are needed, your placement(s) will be copied to the next course in InPlace for processing. Be sure to stay up-to-date with health clearances and other agency requirements.

3) If a change of placement is needed for your next practicum, complete one of the follow-up forms explained in this guide (to submit a new placement or to request help in finding one).

Students are expected to remain at the same clinical agency attended previously, with their assigned preceptor, whenever possible.

If you are returning from a leave of absence (LOA) or have other extenuating circumstances, please contact your program coordinator for guidance.
Complete a Placement Continuation form for each of your current placements

For each of your current placements, go to the Details tab and complete the following form:

**Placement Continuation form**

Are you continuing at this placement for your next practicum?

- [ ] Yes, same site and preceptor(s) listed
- [ ] Yes, same site, but different preceptor(s)
- [ ] No, not continuing at this placement

Comments (optional)

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Check the Contacts area on the Details tab to see who is listed.

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What if I only need to change departments or preceptors in the same agency?

Select “Yes, same site, but different preceptor(s).” If your placement’s agency name at the top is for a specific department (e.g., “MSKCC: Geriatric Service”), please mention that you are changing departments/units in the Comments area. We’ll update the agency to the facility/agency’s name when creating your new placement (e.g., “MSKCC”).
Complete the Placement Planning Poll on your Student Details page

Next, go to your student details page and complete the Placement Planning Poll to indicate if any new placements not already listed in your account are needed.

From the menu bar, select your username > My Details

**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 a placement and preceptor to submit in InPlace for the upcoming term
- No – I need help finding a placement and preceptor for the upcoming term
- 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
Responses are processed by school staff

When the initial continuation poll closes, staff will begin to process responses, first by copying all placements that you have marked as ‘continuing’, then by sending updated request letters to the agencies that are copied.

Placement Continuation form (on your placement’s Details tab)
Are you continuing at this placement for your next practicum?

- Yes, same site and preceptor(s) listed
  - Staff will copy your placement and preceptor(s) to the next course.
- Yes, same site, but different preceptor(s)
  - Preceptors will not be included in the copied placement record. Submit a Change Request to add a new preceptor later.
- No, not continuing at this placement
  - Placement will not be copied.

Placement Planning Poll (on your student profile/‘My Details’ page)
For this upcoming term/course, have you secured the commitment of an agency/preceptor who is willing to work with you?

- Yes – I have a placement and preceptor to submit in InPlace for the upcoming term
  - Provides access to a Self-Placement Request form for submitting a new placement.
- No – I need help finding a placement and preceptor for the upcoming term
  - Provides access to a Placement Assistance form for indicating your placement preferences for staff.
- Other – My placement was already added to InPlace or is pending further processing [No additional sites needed]
  - Select this option if you are continuing at an existing placement or being helped another way (awaiting a new affiliation agreement, etc.).
- N/A – I am NOT enrolling in this course for the upcoming term
  - This option removes you from your program’s planning list for the upcoming practicum/term.
Complete additional forms if needed

If you choose ‘Yes’ or ‘No’ in the Placement Planning Poll on your My Details page, an additional form will be shared with you to complete. You will have access to one of these forms the following day (or in as little as 5 minutes) after the Placement Continuation Poll is updated.

When completing these forms, please be mindful of any agency placement deadlines noted (see your Shared Documents page to download a list of known agency deadlines).

Follow-up actions to take:

- If you chose YES (you have found a new placement/preceptor)  
  See Self-Placement Request form
- If you chose NO (you need assistance finding a new placement)  
  See Placement Assistance form
- If your existing placement was copied without a preceptor and a new one needs to be added  
  See Change Request form

If your circumstances change after completing the poll, you can switch which form is made available to you from your My Details page. See Changing Your Response for details.
Self-Placement Request form

For students who need a new (or additional) placement and have already identified a site and preceptor.

If you responded ‘YES’ to the poll indicating that you have found a new placement and preceptor to submit in InPlace, a Self-Placement Request form will be added to your home page for you to submit your request to the school and have it published to your account.

The form should appear within 24 hours of submitting the poll (often in as little as 5 minutes). It will stay on your home page To Do list for the entire submission period or until it is closed by placement staff.

Click on the link to start a new request.

The course, term, and term dates will be shown in the link.
Filling out a Self-Placement Request

Enter the same Start and End dates of the **term** as 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.

If you need more than one placement to meet the practicum’s hourly requirements, a request form must be submitted for each placement site (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.
How Self-Placement Requests are processed

Data that you submit in the form is compared against our Agency database. The system will try to pair what you typed with potential matches to avoid creating duplicate records 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.

Too Vague

Perfect!
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.

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

- If the setting/preceptor is appropriate for the practicum
- If you meet clinical clearance and/or other placement requirements.
- If the college has a valid affiliation agreement with the agency.

A list of agencies commonly used in your program will be available for download in InPlace under ‘Shared Documents’. Your program coordinator can also direct you to Hunter’s complete list of agency affiliations. Please note that if an agency requires a new affiliation agreement with Hunter College/CUNY, this process can take several weeks, especially for larger agencies and/or agencies which require revisions to terms in the affiliation agreement.

Once approved, the school prepares a formal placement request to submit to the agency on your behalf. The entire process may take several weeks depending on class size, placement need, agency requirements, and other factors.
Students who need help finding a new placement should complete a Placement Assistance form as early as possible to allow more lead time for your program coordinator to look for opportunities and for school staff to meet agency deadlines. This form is located on your My Details page (username > My Details).

**Information needed for form:**

Upcoming course name

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)

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

Student requests assistance and shares preferences.

Students continue searching for a placement & preceptor.

Program coordinator & placement staff also look for opportunities.

Placement staff receive offers on a rolling basis and match or offer them to unplaced students.

**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 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).

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<th>Verified</th>
<th>Submitted</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
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<tbody>
<tr>
<td>10/1/2018</td>
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<table>
<thead>
<tr>
<th>Place of Employment (Agency)</th>
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<tbody>
<tr>
<td>M5KCC PST</td>
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<tr>
<th>Place of Employment (Department/Unit)</th>
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<td>PST</td>
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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

Your program coordinator and school 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 on your own. Students have the greatest success when actively networking with students and colleagues, including their current preceptor.

If you find a new placement, you can access the Self-Placement Request form by updating the Placement Planning Poll on your My Details page (see following page for instructions).

A list of agencies commonly used in your program will be available for download in InPlace under ‘Shared Documents’. Your program coordinator can also direct you to Hunter’s complete list of agency affiliations. Please note that if an agency requires a new affiliation agreement with Hunter College/CUNY, this process can take several weeks, especially for larger agencies and/or agencies which require revisions to terms in the affiliation agreement.
Changing your Response

If your circumstances change after submitting the continuation survey, update the Placement Planning Poll on your My Details page. After changing your response, you will be granted access to the other form within 24 hours (but often in as little as ~5 minutes):

Select “Yes, I have a placement and preceptor to submit in InPlace for the upcoming term” to access the Self-Placement Request form (for students who have found a placement).

Select “No, I need help finding a placement and preceptor for the upcoming term” to access the Placement Assistance form (for students seeking a placement).

If the poll and forms have closed, please contact your placement coordinator for help.
A lot of changes happen between the placement polling period and the start of the next term. As the term’s start date approaches, you will be asked to confirm your placement details by completing a short form on the placement’s Details tab, and to provide the specific site, department or unit assigned.

If something is incorrect or needs an update (for example, a new preceptor), submit a Change Request form using the blue button at the bottom of the placement details 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 your placement record has missing or incorrect details, submit a Change Request and provide a detailed explanation of what should be changed/corrected.

**When to submit a Change Request:**

- If your placement details page is missing one or more preceptors (at least one preceptor must be listed)
- If your preceptor changes (i.e., add one, remove 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).

Once the term has started, if your seminar instructor is not listed on your placement details (Contacts box).

*Important: Be sure you are submitting a change request on the correct placement (i.e., for the upcoming practicum).*
Submitting a Change Request

On the placement’s *Details* tab, click the blue button at the bottom of the page, then provide a detailed message explaining your situation on the next page.
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 an Additional Preceptor
“I’ll be working with two preceptors but only one is listed. Please add [Additional Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

No Longer Attending Placement Site
“I will not be attending this site. Please remove it from my InPlace account.”

*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 seminar sections to Sect. 1S03, Dr. 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.
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** – Awaiting review
- **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 (no longer needed, etc.). Requests may be rejected if they lack sufficient detail (see examples of what to include).