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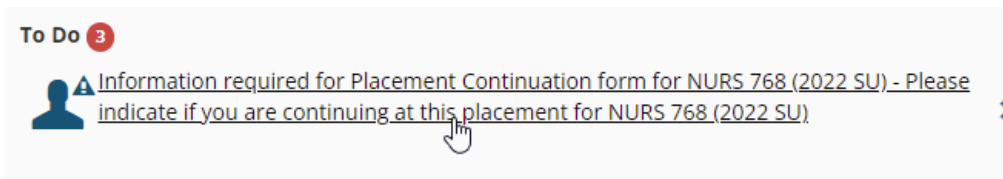# Placement Planning for Next Practicum

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

- Currently taking N755 or N757, and <u>will take</u> N757 or N768 next term

- Currently taking N782, and <u>will take</u> N783 next semester

- Up to date with all health & clinical clearance requirements for the upcoming term via CastleBranch

As part of the planning process for your next practicum, you will be asked to complete a *Placement Continuation form* for each of your current placement(s) to indicate if you will continue with the agency and preceptor(s) listed. The form will appear on your **To Do** list in InPlace and is located on your placement's **Details** tab.

Please confirm with your current preceptor(s) before responding.

To Do 3

⚠ Information required for Placement Continuation form for NURS 768 (2022 SU) - Please indicate if you are continuing at this placement for NURS 768 (2022 SU)

Students are expected to remain at the same clinical agency attended previously, with their assigned preceptor, whenever possible. All AGNP students require at least one semester at a primary care clinic or other ambulatory setting.

If you are returning from a leave of absence (LOA) or have other extenuating circumstances, please contact your program coordinator for guidance.

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 availability with your current preceptor(s) for the upcoming term.

Answer the **Placement Continuation** question on each of your current placements (Details tab), then complete the **Placement Planning form** located on your student profile (username > My Details).

- If you are continuing with <u>no changes</u>, your placement(s) will be copied to the next course. Be sure to stay up-to-date with expiring clearance requirements in CastleBranch.

- If you are continuing but with a different preceptor at the same agency, <u>wait</u> until your placement is copied to the next course, then submit a **Change Request** with your new preceptor information.

- If you have found a new placement, use the **Self-Placement Request form** on your home page to submit it to the School for processing.
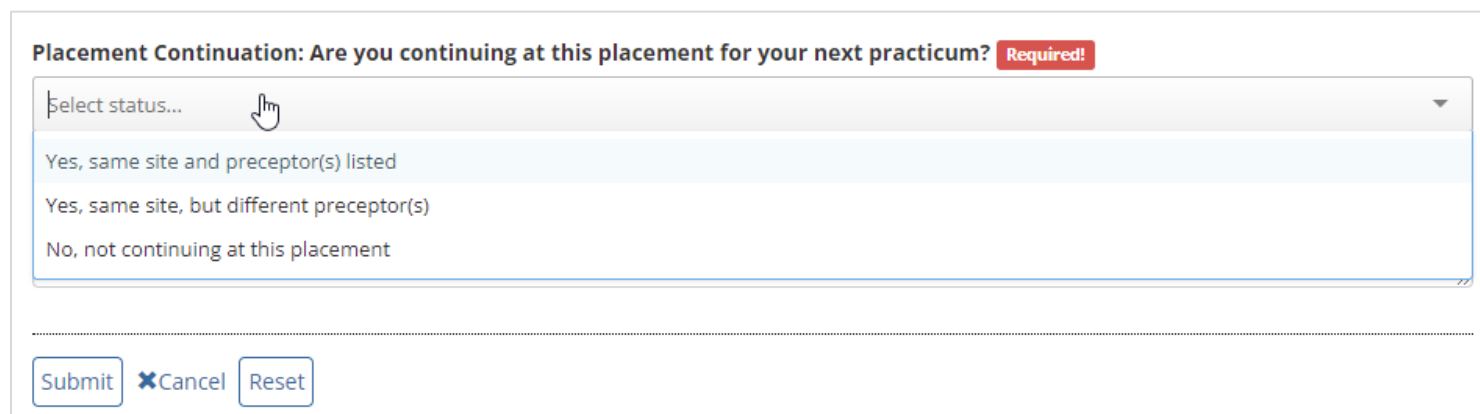
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Once you have confirmed availability with your current preceptor(s) to continue your placement in the upcoming term, go to the **Details** tab of your current placement(s) to answer this question:

Placement Continuation form

Are you continuing at this placement for your next practicum?

☐ Yes, same site and preceptor(s) listed ← Check the *Contacts* area (**Details** tab) before confirming this person.

☐ Yes, same site, but different preceptor(s) ← You must have a verbal commitment from the new preceptor.

☐ No, not continuing at this placement ← Select this option if you are **not continuing** or if you are **not sure yet**.

Comments (optional) _____

Placement Continuation: Are you continuing at this placement for your next practicum? `Required!`

Select status... ▼

Yes, same site and preceptor(s) listed

Yes, same site, but different preceptor(s)

No, not continuing at this placement

Submit ✖Cancel Reset

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*What if I have secured placement with a new **department/preceptor** at the <u>same agency</u>?*

1) Select "Yes, same site, but different preceptor(s)" (**only** if you've received a verbal commitment from the new preceptor).
2) **Wait** until your placement has been copied, then submit a Change Request to update it with your new preceptor's details.

Complete the Placement Planning form

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Next, go to your student profile (**username > My Details**) to complete or update 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)

- Placement Planning Poll (shown below): Use this poll to indicate your status in seeking or finding a placement, aside from what has already been published to your account (or marked as 'continuing') for the upcoming term.

  If you are continuing at your current placement with no changes, choose "**Other**" (no new placements needed).

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.

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Continuing placements are copied to next course

The "Continuation" question on your placement will stay open for ~1-2 weeks to give you and other students time to confirm this with your preceptors. When it closes, all placements marked "continuing" will be copied to the next course.

Do not submit the same placement as a new Self-Placement Request if you marked it "continuing" – wait for it to be 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 copied with the placement. Submit a **Change Request** on the copied placement with your new preceptor details.*

❑ No, not continuing at this placement   *Placement will not be copied. If you later find that you can remain at the agency, submit it as a **Self-Placement Request** instead.*

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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

If your existing placement is copied without a preceptor and your new preceptor needs to be added (verbal commitment required)

Submit your new preceptor details using the Change Request form on the new 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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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 new (or additional) placement/preceptor who has verbally agreed to precept them.

If you responded 'YES' to the poll indicating that you have found a new placement/preceptor who has agreed to work with you, you must submit a request with these details in InPlace. Use the *Self-Placement Request* form located on your home page to submit your new placement for 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.

Self Placement submission open for NURS 75700 1P01 PRA 2023 SP - 2023 SPRING TERM (1/25/2023 to 5/23/2023). Closing on: 12/1/2022 at 11:59 PM.

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

Filling out the Request form

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. 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 placement site (e.g., department/unit), even if they are at the same agency.

TEST NURS 00000 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%

Placement details

Period

Start

End

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

Duration

Experience

Duration * Unit

N768 (PC 3)

210 HOUR

+Add another experience

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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

Agency agreement contact details

Title

Dr

First name *

K.

Last name *

Jones

Perfect!

Agency agreement contact details

Title

Dr

First name *

Karen

Last name *

Jones

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What happens next?

The form's link will show how many 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)

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.

ℹ️ *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, if you have confirmed you will be working with a new preceptor), submit a Change Request using the blue button at the bottom of the <u>new</u> placement's ***Details*** tab.

Please enter a reason for reallocation

Placement is correct, but my preceptor should be: Dr. Jane Doe, MD, 212-555-1234, jdoe@mskcc.org

✖Cancel   Submit application

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, or you have changed departments/units.

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

"I'll be working in the ED next semester with a new preceptor: [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 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.

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.).