Self-Placement Requests

Revised 9/1/2021

This guide explains how to submit your placement information in InPlace for an upcoming practicum.

Before submitting a placement, it should be *tentatively* (or verbally) approved by the agency/preceptor (no "cold" requests, please).

Quick Guide

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

Information needed for form:

- Agency name, department/unit, business address, and phone number.
- The full name, credentials, role/specialty, email address, and phone number of a qualified **Preceptor** who has verbally agreed to work with you.
- The name, phone number, and email address of a **Clinical Contact** (e.g., agency personnel from nursing education, administration, etc.) responsible for formally approving/coordinating placements at the agency.

Student and/or the program coordinator identifies a placement with an agency/preceptor	When a placement is found, student submits their agency, preceptor, and clinical contact/coordinator in InPlace	Placement Staff processes the request and certifies that the student is cleared for placement with the agency.
Student or Program Coordinator	*Student*	*School Placement Staff*

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

Log In to InPlace

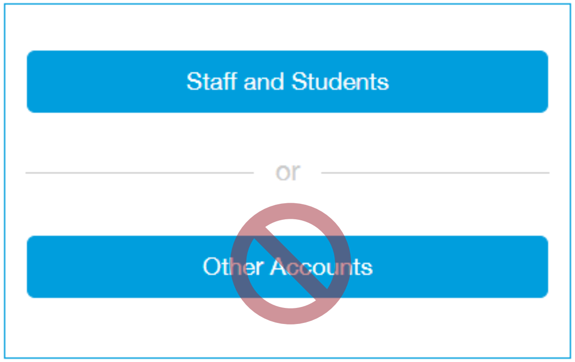
Log in to InPlace at https://huntercollege-us.inplacesoftware.com.

Click the top button (*Staff and Students*) and login with your **Hunter NetID**

NetID information from ICIT:
www.hunter.cuny.edu/it/help-docs/the-hunter-netid

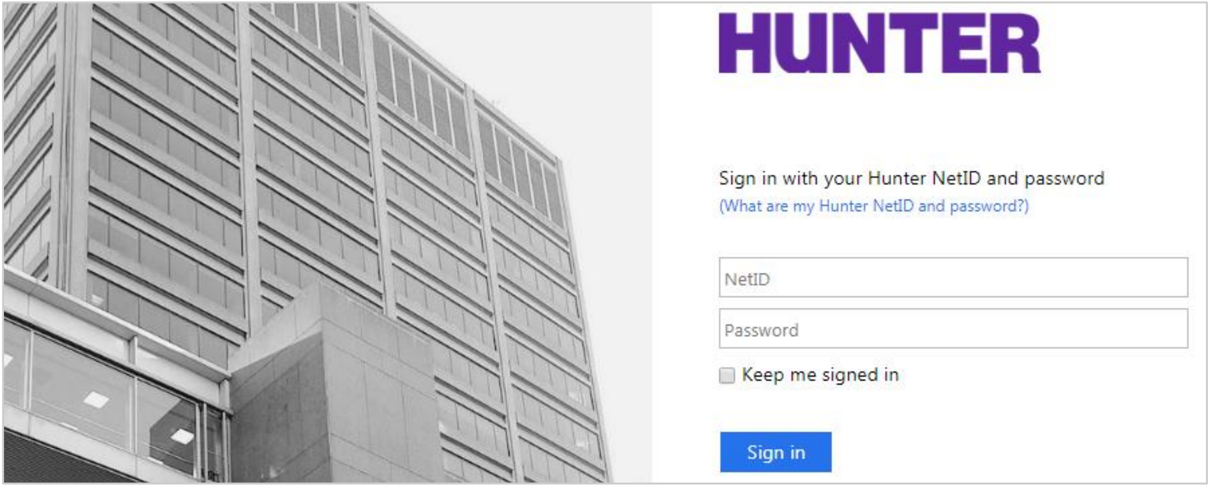
If you do not know your NetID:
https://netid.hunter.cuny.edu/verify-identity

To reset your NetID password:
https://netid.hunter.cuny.edu/forgot-password



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

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



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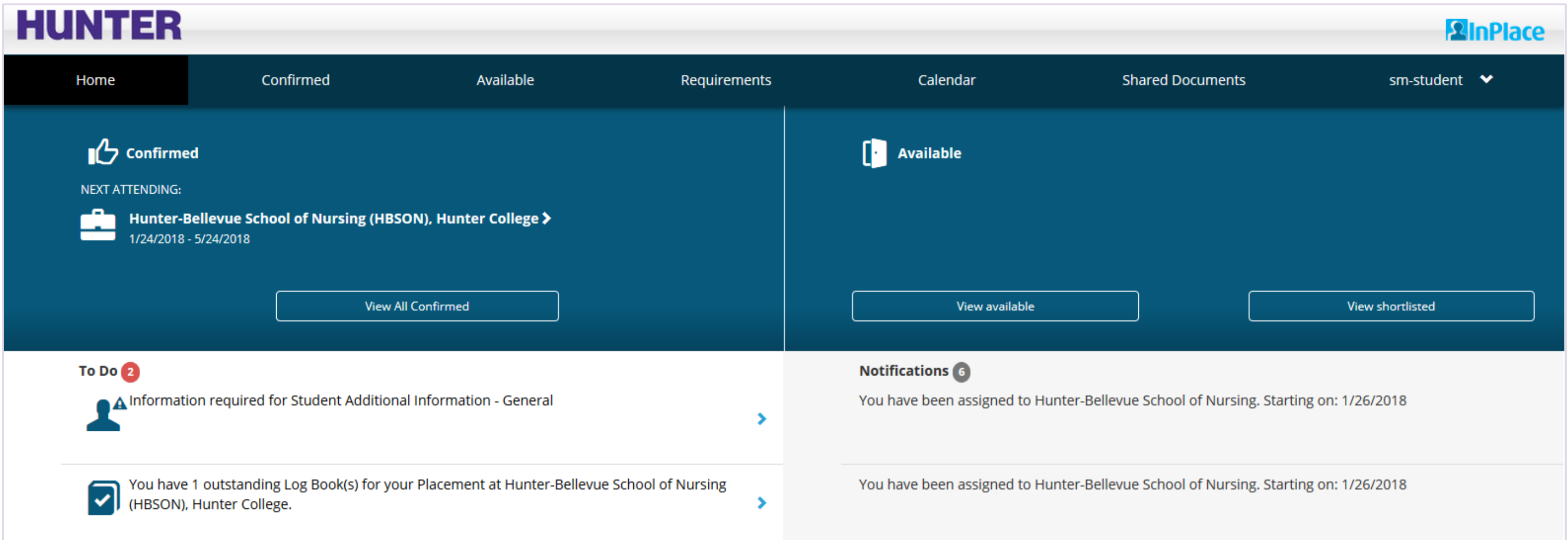
InPlace

Student Home Page

Your home page displays upcoming/confirmed placements, recent alerts and notifications, and reminders to complete tasks within the system.



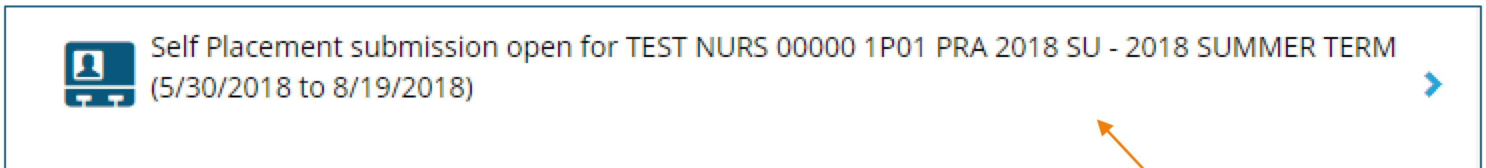
*Your **To Do** list will show outstanding forms to be completed, including self-placement requests and other surveys or polls.*

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

Accessing the Self-Placement Form

When a course for an upcoming term is opened for self-placement, you will be notified by email and a task will appear in your ***To Do*** list on the home screen of InPlace.

Click on this task to be brought to the submission form.

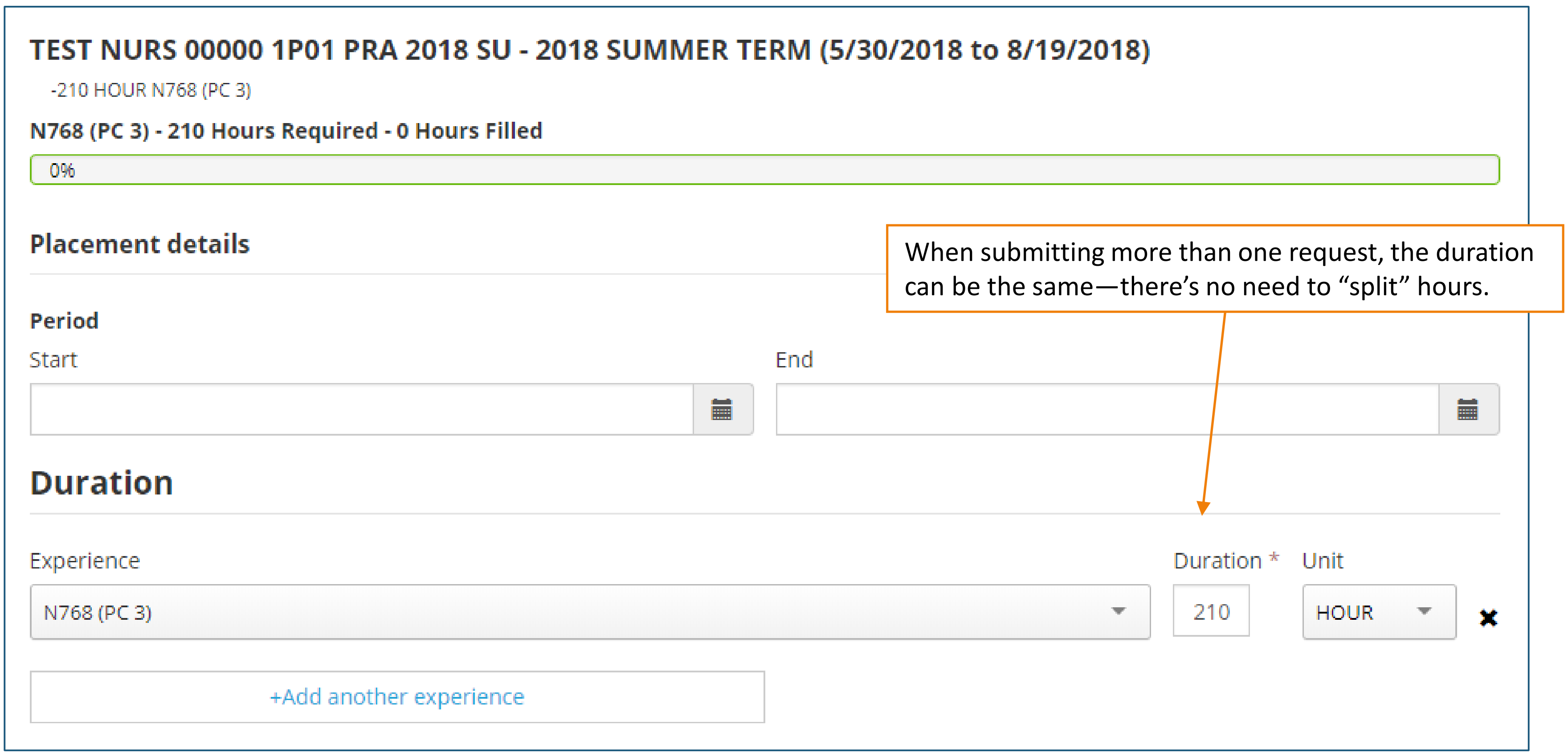


The course, term, and term dates will be shown in the task.

Filling out a Self-Placement Request

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 fulfill your practicum's hourly requirements, submit a request for each placement setting (e.g., department/unit), even if they are within the same agency.



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How Self-Placements are processed

Data that you submit in the form is compared against our Agency records. The platform will try to pair what you type with potential matches in InPlace.

- Student types... “Memorial Sloan Ketterig” (note the typo)
- InPlace 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.

Agency agreement contact details

Title

Dr

First name *

K.

Last name *

Jones

Great.

Agency agreement contact details

Title

Dr

First name *

Karen

Last name *

Jones

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What happens next?

A number will appear next to the link on your ***To Do*** list showing the number of requests submitted. The link will be available until the request period ends.

Self Placement submission open for NURS 75500 1P01 PRA 2020 SU - PLA Requests (5/26/2020 to 8/18/2020) 1

Note that several larger agencies have deadlines for receiving placement requests from schools, many of which are 6-10 weeks in advance of the term start date.

Your program's coordinator and graduate placement staff will review submissions to determine:

- If the setting and preceptor are appropriate for the practicum's learning objectives
- If the school has a valid **affiliation agreement** with the agency requested
- If you meet the School's baseline requirements for health and clinical clearance (Note: some agencies may have additional requirements before the placement can begin)

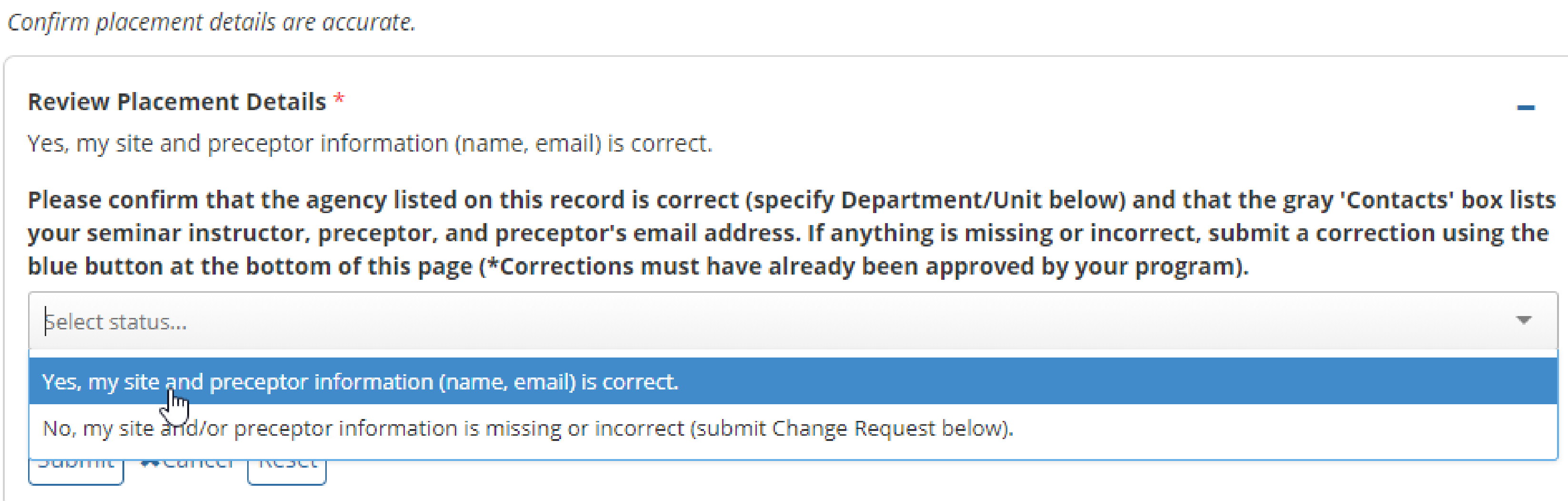
School placement staff will publish the placement to your account (as *tentatively confirmed*) and prepare a formal placement request to submit to the agency, as outlined by their affiliation agreement with the college. This process may take several weeks depending on the number of students requesting placement, agency deadlines, requirements, and other factors. If your circumstances change, please contact your program coordinator for guidance.

Placement Confirmation form

For all students (Complete just before the semester starts)

Once added to your account, please review your placement details for accuracy. Complete the *Placement Confirmation* form on the placement's ***Details*** tab before you begin attending.

If anything is incorrect or missing (for example, no preceptor is listed, or to change preceptors), submit a Change Request form located at the bottom of this page (Details tab).



Change Requests

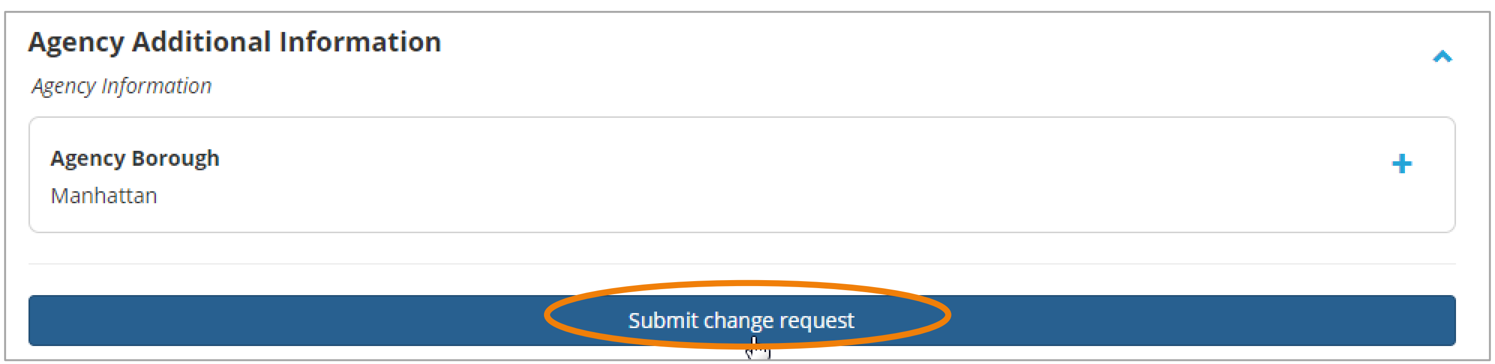
For minor corrections and updates <u>after</u> a placement has been published to your account.

The *Change Request* form is located at the bottom of your placement's ***Details*** tab.

When submitting a change request, provide a <u>detailed</u> explanation of what should be changed for the placement in question.

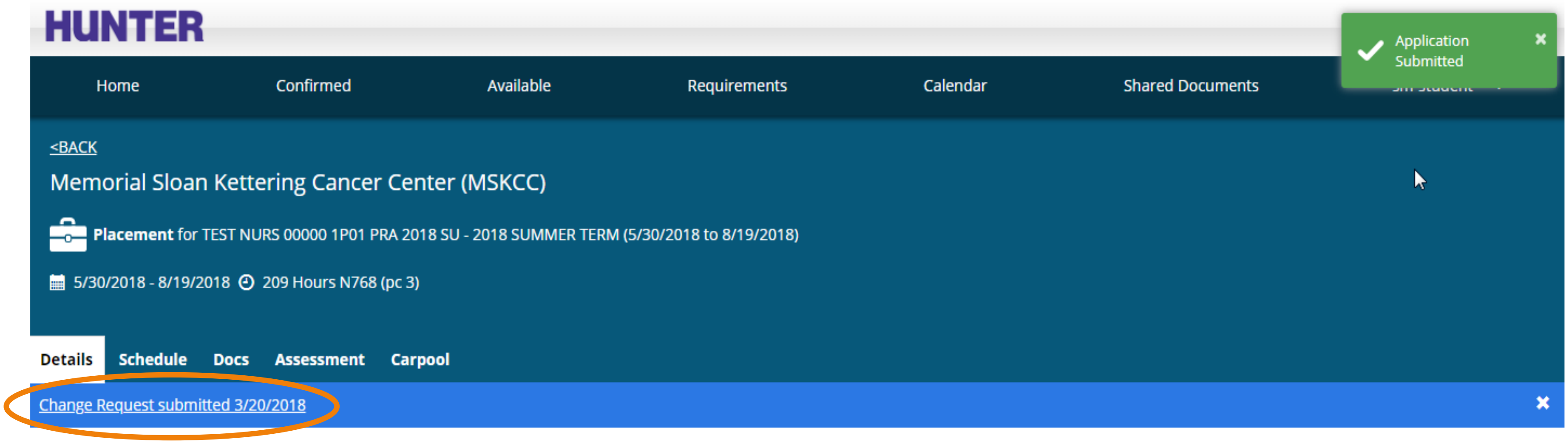
When to submit a Change Request:

- If your placement details does not list your primary preceptor (providing direct supervision at the agency)
- If your preceptor has changed (i.e., staff should remove the preceptor listed and add a new one)
- If your preceptor's email address is missing or incorrect
- If your seminar instructor is not listed in your placement details (they cannot access your logs if not added)



How Change Requests are processed

A green confirmation box will appear when your request is submitted. A blue bar will also appear on the placement details tab:



Change Request Statuses

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

> Your change request for Memorial Sloan Kettering Cancer Center (MSKCC) was Accepted.
> Message: Preceptor updated, thank you -Tanit Lang

- **Submitted** – initial status
- **Pending** – under review; more information may be needed to process
- **Accepted** – approved/processed (no further action needed)
- **Not Approved** – not approved or closed for another reason (not needed, etc.). Requests may be rejected if they lack sufficient detail. If this happens, submit a new request with more information.