

# Managing Clinical Requirements for Initial Academic Term

**Required Steps** (Check off each step as completed!)

**May need to complete these additional processes ...**

<p><b>Step 1</b></p>	<p>Step 1: Set Orientation Completion Due Date for Students</p> <p>Distribute Orientation Handout and tell students to complete the General Orientation for their Role and what Facility Specific Orientations(s) are required. Let them know if they should turn in completion certificates. <i>Stress accuracy when entering SCHOOL, Program of Study &amp; Student ID.</i></p>	<p>For students that do not enter the correct information when setting up their quiz user account have them use the GET HELP link to correct their quiz account. You will need to merge their completion data until this is fixed. Review any certificates that may be presented as proof of completion for the correct school!</p>
<p><b>Step 2</b></p>	<p>How many Students or Instructors?</p> <p>&gt; 12 → Step 2: Enter Clinical Requirement Data on TCPS Spreadsheet – OR – Directly into PlacementPro for All Students or Instructors → Send Spreadsheet to TCPS for Upload</p> <p>&lt; 12 → Step 2A: Adding Individuals directly into PlacementPro</p>	
<p><b>Step 3</b></p>	<p>Step 3: Add any Required Documents</p>	
<p><b>Step 4</b></p>	<p>Step 4: Data Review of each student &amp; instructor</p> <p>Individual Complete? (Decision)</p> <p>NO → Step 4A: Update or Add Data as needed → Step 4B: Merge Duplicate Records based upon Orientation Completions → Mark each Student as Complete/Pass → Individual Complete?</p> <p>YES → Mark each Student as Complete/Pass</p>	<p>Step 4A: Update or Add Data as needed</p> <p>Step 4B: Merge Duplicate Records based upon Orientation Completions</p>
<p><b>Step 5</b></p>	<p>Step 5A: Assign Students &amp; Instructors to Placements</p> <p>Step 5B: Monitor for Facility Approval</p> <p>Facility Approved? (Decision)</p> <p>NO → Add Additional information as required. See User Guide Step 4A for adding data! → Facility Approved?</p> <p>YES → Process Complete!</p>	<p>Add Additional information as required. See User Guide Step 4A for adding data!</p>

# Managing Clinical Requirements for Subsequent Academic Terms

**Required Steps** (Check off each step as completed!)

**May need to complete these processes for Steps 1, 4 & 5!**

