Managing Your Assigned Placements

Users: Educational

Reviewing Currently Assigned Placements

From the HOME page, click on Assigned Placements to view all placements that are currently assigned to your school.

The Assigned Placements without Students and instructors link is used with Clinical Requirements Management.

Note that you may sort assigned placements based upon a variety of filters and export the placements to Excel if needed. (See **Exporting Data to Excel** for instructions!)

Updating an Assigned Placement

If you need to update a placement such as to add a different instructor, update the total number of students, etc., click on the update icon in the Action column of the Assigned Placement you need to edit. School Users may now also add multiple instructors to a placement.

Use the form to update the information as needed.

- **Updates that require Facility Approval:** Duration, and changes in Dates outside of the existing ranges/term.
- **Updates that do NOT require Facility Approval:** Level, Instructor change, Time on Unit, Precepted Hours, Total Number of Students and assigned Students.
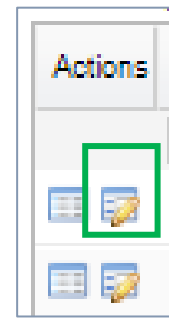
Keeping your placement data accurate is important for the reporting components of TCPS PlacementPro!

Adding Instructors to Placements

Instructors are not added until the placement is assigned to the school rather than during the request process. Allied Health instructors for precepted placements are generally added to the placement for communication purposes only – not Clinical Requirements Management.

1. Click on Assigned Placements from the PlacementPro home page.
2. For the placement where you need to add the instructor, open the placement detail screen by clicking on the Update icon in the Action column next to the placement.
3. Scroll down to the School Section
4. Select the instructor using the dropdown menu in the NAME text box. **If the instructor is not listed. Go to PEOPLE→Instructors and add the instructor.**
5. Click on ADD
6. If you need to add a second Instructor to a placement, click on the ADD button under Group 1 to add a second Instructor Dropdown/Name.

Releasing a Placement

If you need to release a placement, click on the Update Icon of the placement.

1. Click on the "Release this Placement" link located next to the PCode.

2. In the popup box, click on OK if you intend to release the placement.

3. If this is a Standing Placement, a second popup box will appear.
   a. **Click on Cancel if this is a temporary release** for this term only. Standing Status will be held in the system and reassigned for the next comparable term to the school that has released the placement unless the Standing Placement is permanently released. Changes in facility policy or unit availability can alter Standing Placement availability.

   b. **Click on OK for a permanent release** and indicate that your school should be removed from Standing School.

Your school will continue to show this as an assigned placement until the facility acknowledges the release request.