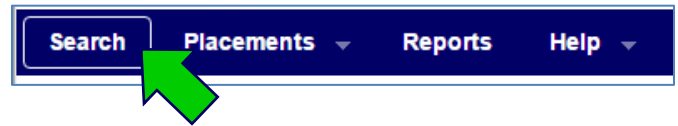


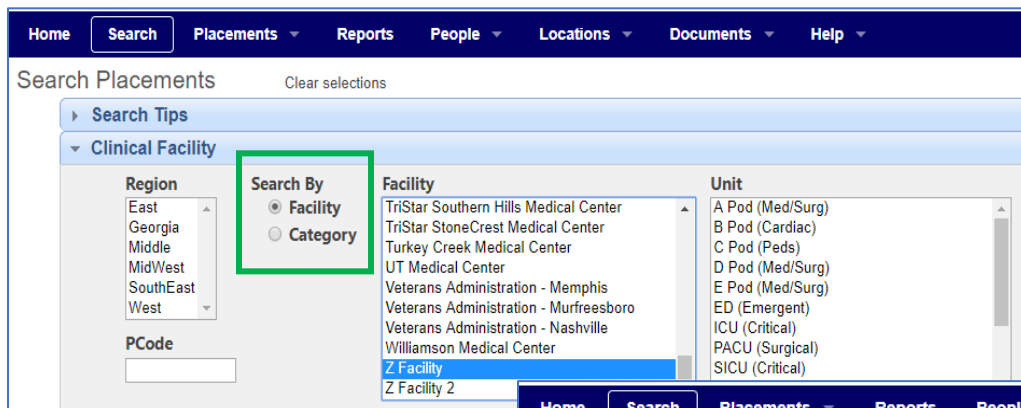
Searching For & Requesting Placements



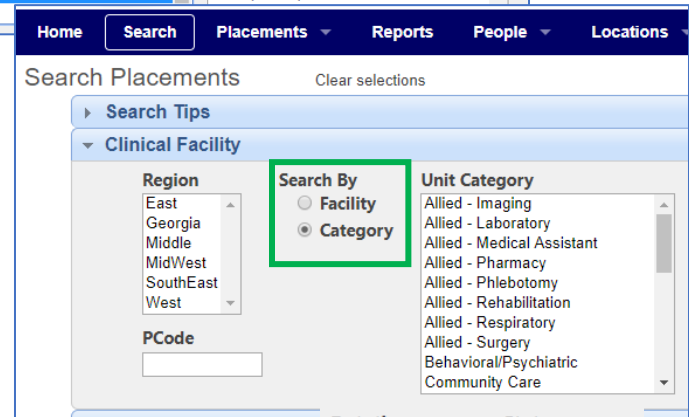
User: Educational User

All school-based users can search the online database for placements. Only the Educational User has the option to request placements. To search for a placement ...

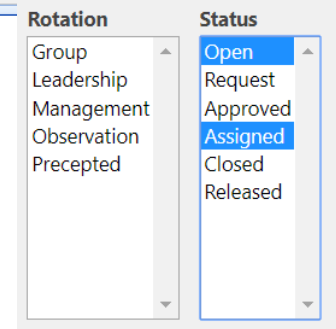
1. Click on the Search Button on the top menu.
2. Click the Search Tips section for shortcut key information. Note the **Clear Selections** link to start a search over.
3. Select the various parameters to refine your search based upon Region, Facility or Category, Unit, Placement Rotation Type, and Status.
 - a. Note that choosing a region will narrow the Facility choices; a Facility will narrow the Unit and related Patient Population choices.



- b. Searching by Category searches for placements based upon patient populations.



- c. Select the Rotation Type you desire.
- d. Select the Status. If you are looking for an OPEN placement, select OPEN and ASSIGNED to make sure you see the full availability. To multi-select, **HOLD the CTRL button** on the keyboard while you select multiple selections.



- Education Users should leave the school blank when searching for OPEN placements.
- The search parameter for Program will default to Nursing Placements.

The screenshot shows a search interface with three main sections: School, Program, and Duration. The School dropdown is currently blank. The Program dropdown is open, showing a list of options including All Allied, Nursing, AEMT, Anesthesia, DEU, HOSA, Lab Tech/Phlebotomy, Med Assist, Med Tech, and Other. The Duration dropdown is set to 1 Term, with other options being Standing and Request Standing.

- Allied Health Partners, change the Program Type to your program of study.
- Select the Year & Term. It is also possible to search by Day of the Week. Using the **Date From – Through** will strongly limit your search and is NOT recommended when looking for OPEN placements.
- Click on the Search Placements button to begin your search.

The screenshot shows three dropdown menus: Year, Term, and Day Of Week. The Year dropdown is set to 2018. The Term dropdown is set to Summer. The Day Of Week dropdown is set to Monday.

TIP: The fewer search parameters, the larger the search result.

The resulting placements will be displayed in the Placement Grid.

Generic Users: If you find a placement that you want to request, be sure and record the PCode if you do not have request privileges! You may also print a copy of the placement details using the VIEW icon discussed below!

Finding a Specific Placement

PCodes identify specific placements in the database. If you know the PCode of a placement – such as an Instructor has searched for a placement and needs it to be requested – enter it in the PCode box, just under Region on the Search screen.

Click on Search Placements to find the specific placement in the database.

The screenshot shows the Search Placements interface. It has a search bar and a dropdown menu for Clinical Facility. Below that is a dropdown menu for Region, with options: East, Georgia, Middle, MidWest, SouthEast, and West. Below the Region dropdown is a text input field for PCode, which is highlighted with a green box.

Navigating the Placement Grid

All placement data are presented in a grid, like an Excel spreadsheet with specific characteristics displayed in column format. Sliders on the right of the screen will scroll down; sliders on the bottom of the screen will scroll left & right – both depending upon the size of your screen. See the Definitions for more information about each column header.

You will most often access the placement grid via the SEARCH screen or from the Placement Links on your Home page. Some users can also access placements through the PLACEMENTS button on the main menu bar.

Placement data may be further sorted A-Z by clicking on the headers and filtered by the various columns with a dropdown arrow. Use Column headers to sort data from a search. Make your selection(s) and then **press ENTER** to begin the search or refresh the filtered data.

The Placement Grid also has controls for pagination on the right of the screen.

Filter by selection

Column headers may be clicked to sort A-Z, Z-A

Actions	PCode	Status	Requests	Conflicts	Facility	Unit Type	Unit	School	Standing School	Program	Level	Course	Instructor	Duration	Year	Term	Start Date	End Date	Expired	Rot.
	ZTSp19-002	Open			Z Facility	Behav/Psych	Unit 2	Z School		Nursing				1 Term	2019	Spring	2019-01-02	2019-05-05		Group
	ZTSp19-004	Open			Z Facility	Behav/Psych	Unit 2	Z School		Nursing				1 Term	2019	Spring	2019-01-02	2019-05-05		Group
	ZTSp19-005	Open	1	2	Z Facility	Behav/Psych	Unit 2	Z School		Nursing				1 Term	2019	Spring	2019-01-02	2019-05-05		Group
	ZTSp19-006	Open			Z Facility	Behav/Psych	Unit 2	Z School		Nursing				1 Term	2019	Spring	2019-01-02	2019-05-05		Group
	ZTSp19-007	Open			Z Facility	Behav/Psych	Unit 2	Z School		Nursing				1 Term	2019	Spring	2019-01-02	2019-05-05		Group

You may also export your data to Excel by clicking on the Export Button. See Exporting Data for more info!

Note the Searching Icon that is displayed while the database is being searched based upon your search criteria.

Use the controls on the left of the screen to move from page

Home Search Placements Reports People Location

Placements Current

Export... Request Selected

Page: << First < Previous 1 2 3 4 5 6 7 8 Next > Last >>

Actions	PCode	Status	Requests	Facility	Unit	Unit Type
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Additional Placement Grid Functions by User

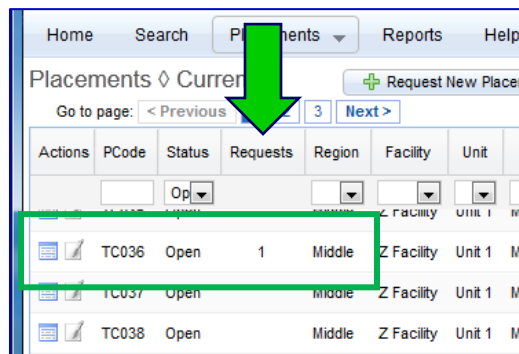
As an Educational User, the **Request New Placement** button can **only be accessed after the database has been searched for OPEN and ASSIGNED placements that may meet your needs.**

+ Request New Placement...

+ Add New Placement...

Facility Users have a button to **Add a New Placement.**

Note the **Requests Column.** In this column, there will be a number if other requests are in the system for the OPEN placement and have not yet been acted upon by the facility. Additional requests can be made, but schools can know that there are other schools that have requested the same placement.



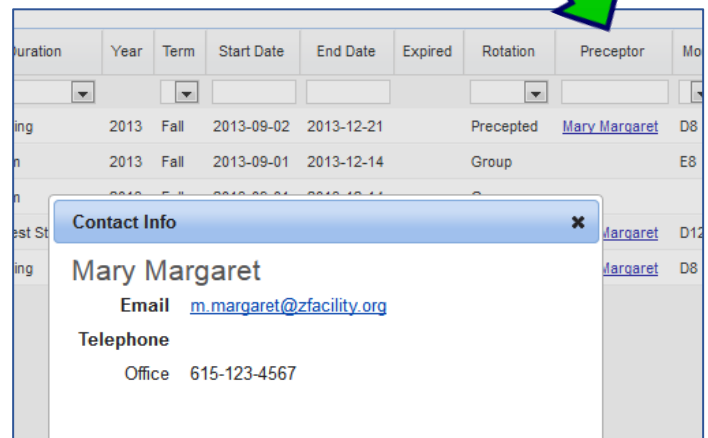
The screenshot shows a web application interface for 'Placements'. At the top, there are navigation tabs: Home, Search, Placements (selected), Reports, and Help. Below the tabs, there's a search bar and a '+ Request New Placement' button. A 'Go to page:' section shows '< Previous', '3', and 'Next >'. The main table has columns: Actions, PCode, Status, Requests, Region, Facility, and Unit. A green box highlights the 'Requests' column, and a green arrow points to the '1' in the first row of this column.

Actions	PCode	Status	Requests	Region	Facility	Unit
	TC036	Open	1	Middle	Z Facility	Unit 1 M
	TC037	Open		Middle	Z Facility	Unit 1 M
	TC038	Open		Middle	Z Facility	Unit 1 M

Note the **Preceptor and Instructor Columns.**

When a Preceptor or Instructor is assigned to a placement, their key information may be viewed by clicking on the preceptor/instructor name when seen in the placement grid.

Refer to the [Adding Instructor or Preceptors User Guides](#) for more information.



The screenshot shows a table with columns: Duration, Year, Term, Start Date, End Date, Expired, Rotation, Preceptor, and Mo. A green arrow points to the 'Preceptor' column. A popup window titled 'Contact Info' is open over the 'Mary Margaret' name in the Preceptor column. The popup displays the name 'Mary Margaret', email 'm.margaret@zfacility.org', and telephone 'Office 615-123-4567'.

Duration	Year	Term	Start Date	End Date	Expired	Rotation	Preceptor	Mo
	2013	Fall	2013-09-02	2013-12-21		Precepted	Mary Margaret	D8
	2013	Fall	2013-09-01	2013-12-14		Group		E8

Contact Info ✕

Mary Margaret

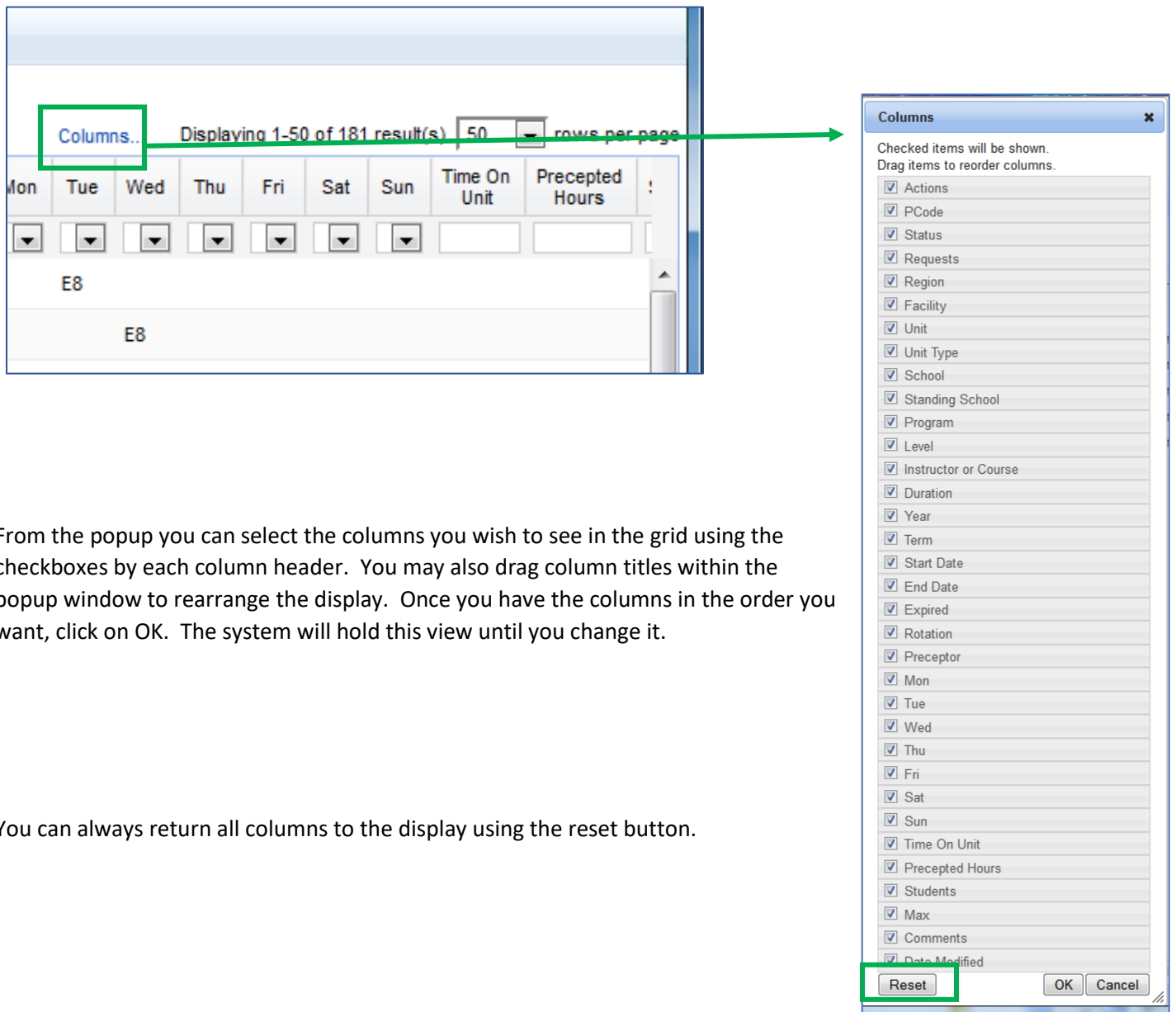
Email m.margaret@zfacility.org

Telephone

Office 615-123-4567

Changing your Placement Grid View

Depending upon the width of your screen, you may want to rearrange or hide columns in the placement grid and people index screens that you do not routinely use. To do this, click on Columns link at the top of the placement grid (Not available for General Partner users).



The image shows a screenshot of a web application interface. On the left, a placement grid is visible with columns for days of the week (Mon-Sun), 'Time On Unit', and 'Precepted Hours'. A green box highlights a 'Columns..' link at the top of the grid. A green arrow points from this link to a 'Columns' popup window on the right. The popup window has a title bar with a close button. Below the title bar, it says 'Checked items will be shown. Drag items to reorder columns.' There is a list of 25 items, each with a checked checkbox: Actions, PCode, Status, Requests, Region, Facility, Unit, Unit Type, School, Standing School, Program, Level, Instructor or Course, Duration, Year, Term, Start Date, End Date, Expired, Rotation, Preceptor, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Time On Unit, Precepted Hours, Students, Max, Comments, and Date Modified. At the bottom of the popup, there are three buttons: 'Reset', 'OK', and 'Cancel'. The 'Reset' button is highlighted with a green box.

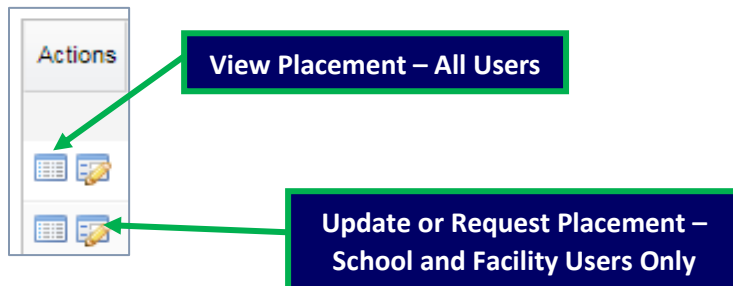
From the popup you can select the columns you wish to see in the grid using the checkboxes by each column header. You may also drag column titles within the popup window to rearrange the display. Once you have the columns in the order you want, click on OK. The system will hold this view until you change it.

You can always return all columns to the display using the reset button.

Reviewing Placement Details

1. From the Placement Grid, users can see placement data in a printer-friendly format. Refer to the definitions if you need assistance with the various column data that describe the various placements opportunities.
2. You may review the placement in detail by clicking on the VIEW placement icon listed in the Actions Column of the placement grid.

The Action Column on the left of the screen differs based upon your user role.

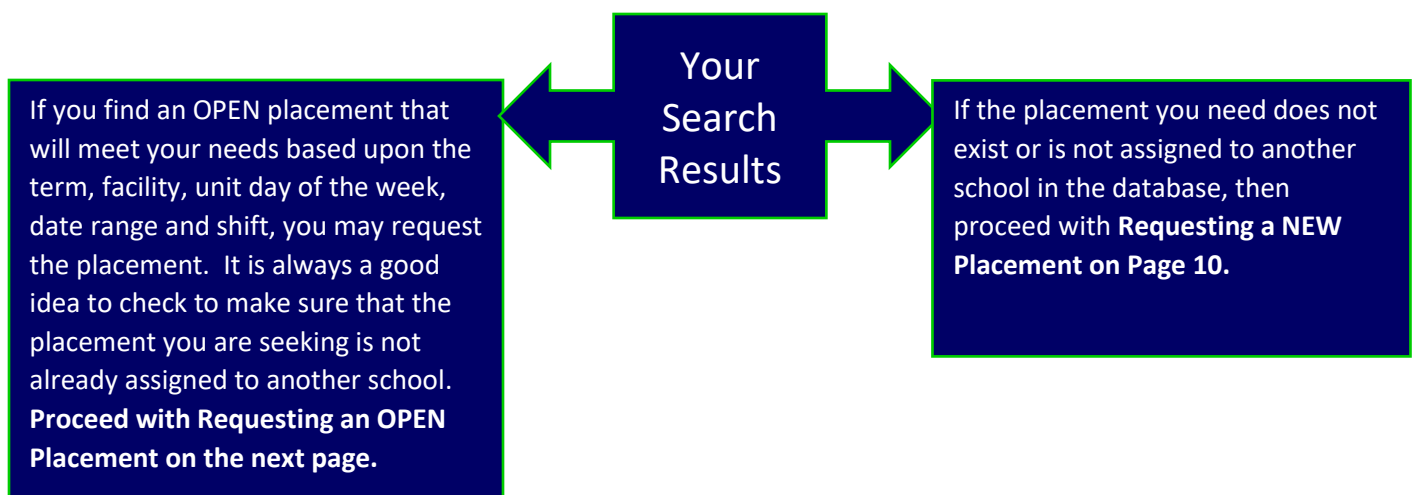


The View Placement version of the placement data is designed to print if you need to provide this information to your Educational User to request the placement.

The Update or Request Placement Screen will be displayed in the next section of this User Guide.

The screenshot shows the 'View Placement' screen for CMC17-1004. A green arrow points to the 'Program' field, which is labeled 'View Placement Screen'.

View Placement CMC17-1004	
PCode	CMC17-1004
Status	Assigned
Facility	TriStar Centennial Medical Center
Unit	PP
School	Belmont University
Standing School	Belmont University
Program	Nursing
Level	N: SN3
Course	Mental Health
Instructor	Lola Bamigboye
Duration	Standing
Term	
Start Date	2017-09-12
End Date	2017-12-05
Rotation	Group
Mon	
Tue	D6: 6H Time block TBD within 7A-3P
Wed	
Thu	
Fri	
Sat	
Sun	
Time On Unit	Not set



Requesting an OPEN Placement



1. Click on the UPDATE icon in the Action Column of the OPEN placement you want to request.
2. To request the placement, complete the Request screen with the missing data: Level, Instructor or Course, Duration, **True Start Date**, **True End Date**, Time on Unit, Total Students, and Precepted Hours if appropriate for the type of placement. **NOTE: Do NOT use an OPEN placement for another term and change the dates to the current term!**
3. Note the required parameters and helps within the form to guide your entries. Click the Information symbol to see additional information, definitions, and prompts!

4. Enter the following information based upon your program of study and placement needs:

- a. Enter the Level of student
- b. Enter the Course Name
- c. Choose the instructor from the drop-down menu (If there are no instructors listed, you need to add your instructors to the system. See the [Adding Instructors User Guide!](#))
- d. Under DURATION, select if you need the placement for 1 Term OR if you would like to **REQUEST STANDING** status to be considered. The facility will update the request with their decision related to duration.
- e. Adjust the START Date as needed to accurately reflect when students will be in the clinical facility. Use the Calendar widget to enter your dates. **Start Dates are always the MONDAY of the week your clinical rotation will begin.**
- f. Adjust the STOP Date that will be the last day of your clinical rotation. **STOP Dates are always the SUNDAY following your last clinical day of the placement.**
- g. **Time on Unit should only be added if the students will NOT be there for the full shift noted for the placement.** For instance, if the placement is a “D8” and the students will only be there from 7 AM – 1 PM, you need to enter this in the TIME on UNIT text box. If they will be there the full shift, leave the TIME on UNIT blank.

h. Enter the Precepted Hours (the number of hours the student will be with the preceptor) for precepted placements.

Precepted Hours 

i. Enter the Total Number of students that will use the placement between the START and END dates. Be sure and note the Maximum Number of Students that can use the placement at any one time. **This number is set by the facility.**

5. Add any needed Comments: If you need to add a pertinent comment to the placement, add it in the comments box. If a placement Request or Assigned placement has a comment, subsequent comments can be left in the placement data without overwriting existing comments.

Common Use of Comments:

- Reason for request denial
- Specific questions
- Specific requirements for students/faculty
- Request for a specific Preceptor

When **NOT** to use Comments:

- To list the instructor – see Adding Instructors
- To list when students will be on the unit – Use TIME on UNIT

Comments

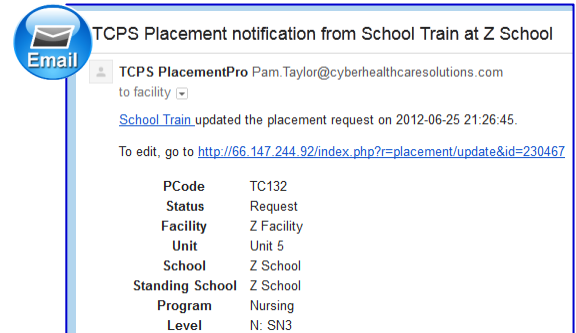
School Train at 2017-07-19 15:42:59
Requesting Sally Smith as Preceptor if available.

Add a comment

She is not available

6. Click on the Request This Placement button at the bottom of the form to submit your request.

When you submit your request, the **facility** will receive an email to alert them of your request. When decisions are made by the facility, you will be sent an email to alert you of the decision. It is an automated email that will come from TCPS PlacementPro. Please **DO NO REPLY** since inbound messages are not monitored. **If you have questions, contact the facility directly.**



You may also review & monitor your requests by returning to the HOME page.

- All pending requests will be listed under **CURRENT Requests!** Should you need to update the request or delete it, you may do so from this screen until the facility has either approved or denied the placement.
- Requests that have been denied since your last log in.
- Any requests that have been returned for revision.
- Requests that have been approved by the facility will be listed in this category until the Site Administrator completes the last step and assigns the placement in the system. This will generally occur within 1 working day following the facility's approval.

Placement Summary

- 1 Current request
See the request from your schools awaiting a decision from the facility and the administrator.
- 0 Denied requests since last log in
See the denied requests from your schools since 2021-07-22.
- 0 Requests requiring revision
See the requests from your schools that require revision and resubmission for consideration.
- 0 Requests approved by the clinical facility
See the requests from your schools approved by the clinical facility and awaiting assignment by the administrator.
- 15 Assigned placements
See the placements for your schools assigned by the administrator.
- 14 Assigned placements without students and instructors
See assigned placements that do not have students and instructors.
- 0 Released placements
See released placements in the current term.

Date Conflicts on Placement Requests

With the mix of semester and quarter academic calendars, it is possible that the beginning of a new term placement will overlap with the end of another term placement. When this happens, Educational users will receive a conflict warning when selecting an OPEN placement that has overlap with a quarter term placement that has been added to the system after the OPEN placement was posted. The conflict box will be displayed at the top of the screen as follows:

The following records indicate a potential conflict for placements that may occur at the same place and time:

	PCode	ID	Override Conflict	Facility	Unit	Duration	Start	End	M	T	W	T	F	S	S	Rotation	Max Students	Total Students	Status
This record →	PBH18-301	606146	No	Peninsula	All	1 Term	2018-05-14	2018-08-19	E							Group			Open
	PBH18-300	670885	No	Peninsula	All	1 Term	2018-08-01	2018-08-19	D							Group		1	Assigned

Placement requests that conflict with other placements are likely to be denied. You may be able to adjust the dates or times of your request to avoid an overlap. To enter your request even if there is a potential conflict, check the box below and submit this form.

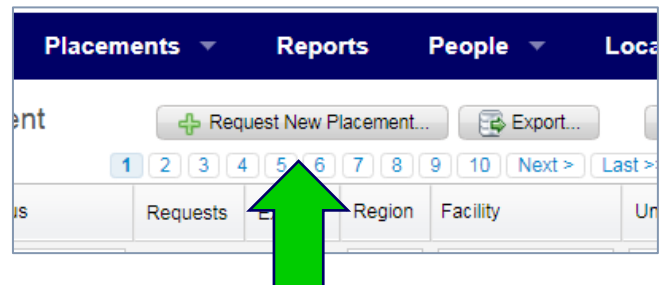
I understand that this request may conflict with other placements. I want to submit this request anyway.

Note that the OPEN placement that you want to request has the Start Date of 5/14 and End Date of 8/19. The conflicting placement is displayed with a Start Date for 8/1 and End Date of 8/19. The suggestion is given to enter dates that would not include the conflicting placement. In this case, you could enter Start/End dates of 5/14 and 7/31, removing the conflict, and most likely have your request approved.

If you do not adjust your dates and want to submit the request anyway, you will have to check the box next to the phrase “I understand that this request may conflict with other placements. I want to submit this request anyway.” to submit the placement. At that point, it will be up to the facility to determine if they can allow the two groups of students to be on the same unit for the three weeks. You have a 50/50 chance of approval.

Requesting a New Placement

If your search did not result in an OPEN placement that met your needs –**AND the placement is not already ASSIGNED to another school**, you will need to Request a New Placement.



1. Click on the Request a New Placement Link at the top of the Placements Screen.
2. Enter the requested Placement Information into the Request Form just like you did for requesting an OPEN placement.
3. Enter the following information based upon your program of study and placement needs:
 - a. Enter the Level of student
 - b. Enter the Course Name
 - c. Choose the instructor from the drop-down menu (If there are no instructors listed, you need to add your instructors to the system. See the [Adding Instructors User Guide!](#))
 - d. Under DURATION, select if you need the placement for 1 Term OR if you would like to **REQUEST STANDING** status to be considered. The facility will update the request with their decision related to duration.
 - e. Adjust the START Date as needed to accurately reflect when students will be in the clinical facility. Use the Calendar widget to enter your dates. **Start Dates are always the MONDAY of the week your clinical rotation will begin.**
 - f. Adjust the STOP Date that will be the last day of your clinical rotation. **STOP Dates are always the SUNDAY following your last clinical day of the placement.**

- g. **Time on Unit should only be added if the students will NOT be there for the full shift noted for the placement.** For instance, if the placement is a “D8” and the students will only be there from 7 AM – 1 PM, you need to enter this in the TIME on UNIT text box. If they will be there the full shift, leave the TIME on UNIT blank.
 - h. Enter the Precepted Hours (the number of hours the student will be with the preceptor) for precepted placements.
 - i. Enter the Total Number of students that will use the placement between the START and END dates. Be sure and note the Maximum Number of Students that can use the placement at any one time. This number is set by the facility.
4. Add any needed Comments: If you need to add a pertinent comment to the placement, add it in the comments box.
 5. Click on the Submit Request button at the bottom of the form to submit your request.
 6. You may then view your request from your HOME page. An email has been sent to the facility to alert them of your request.

Tracking Placement Requests

The HOME Page provides you with an opportunity to track all requests and placement activities.

In addition, when a facility decides about a request, you will receive an automated email from TCPS PlacementPro to provide you with information related to the decision.

Placement Summary

- 1 **Current request**
See the request from your schools awaiting a decision from the facility and the administrator.
- 0 **Denied requests since last log in**
See the denied requests from your schools since 2021-07-22.
- 0 **Requests requiring revision**
See the requests from your schools that require revision and resubmission for consideration.
- 0 **Requests approved by the clinical facility**
See the requests from your schools approved by the clinical facility and awaiting assignment by the administrator.
- 15 **Assigned placements**
See the placements for your schools assigned by the administrator.
- 14 **Assigned placements without students and instructors**
See assigned placements that do not have students and instructors.
- 0 **Released placements**
See released placements in the current term.

NOTE: This email comes automatically from the server. Do not REPLY to it since inbound mail is not monitored! If you need to contact the facility, contact them directly!

Placement notification from facility train at Z Facility A - TCPSPlacement

TCPS PlacementPro
to School

[facility_train](#) updated the placement on 2012-06-25 17:30:21.

To edit, go to <http://66.147.244.92/index.php?r=placement/update&id=230361>

PCode	TC028
Status	Approved
Facility	Z Facility
Unit	Unit 1
School	Z School 2
Standing School	
Program	Nursing
Level	N: SN3