

# Student Placement Guide for School Coordinators

## Step-by-Step Student Clinical Placement Process

Student clinical experiences are a critical part of the development of competent and skilled healthcare providers. Ascension WI takes its role in providing clinical opportunities to students seriously and aims to provide high quality experiences. This guide was developed to provide school coordinators with information that outlines and explains the placement process in addition to providing general resources that you can use to support your students and instructors throughout the clinical process.

### Important Websites:

**Ascension Student Website:** <https://medicaleducation.ascension.org/wisconsin/nursing-and-allied-health>

**Electronic Student Clinical Placement Process (ESCPP):** <https://escpp.wisconsinmeded.org>

Open in Internet Explorer (Mange in Microsoft Edge settings)

### Login Process

- Obtain your login / password from your Ascension Wisconsin (AW) coordinator.
- Link to the login landing page: <https://escpp.wisconsinmeded.org> – Open in Internet Explorer/Microsoft Edge
- Change password once you have logged in.
- Contact AW coordinator if you get locked out or need to reset your password.

### General Information and Tips

- View all of your requests clicking “**View all Clinical Requests**” on the home page. This will show all current and past requests you have placed.
- Make sure to select the correct “Region” and “Site” when placing requests – if you are unsure, contact the AW coordinator to confirm.

### Step-by-Step Overview of the Placement Process

**1. Enter your request into the database.** <https://escpp.wisconsinmeded.org> – Open in Internet Explorer.

(See the next page for instructions on how to enter and update requests.)

**\*\*Please note:**

- Requests are processed about four weeks prior to listed start date unless otherwise requested (The exception is the SEWNA RN placements)
- Requests should include all necessary information including site contact/preceptor name and best email address and the student's name should be entered in the comments section
- Instructors need to be listed if they will be on site with the students and require EHR access. If an Instructor is not assigned or necessary, please select TBD

**2. You will receive an email indicating if the request has been approved or denied.**

**3. Open your request and add the student/s names and demographics.**

- Make sure there are not ANY errors to spelling or dates as this will delay EHR access
- Be sure to let the student know the email address that was used, as all communications regarding orientation materials/ processes and EHR access for the student is sent using that email address.

**4. Check off the student/s and instructor's clinical requirements.** You are confirming that you have collected, reviewed, and are on file with the school (health requirements, background check, etc.).

**5. Click “Send Email” to the student/s and instructors.** This will trigger an email with the mandatory online orientation information (including links and instructions).

**6. Return to Clinical Details, then Click “Notify Ascension Coordinator”.**

**7. Change the clinical status is changed to “Confirmed by School”.**

**8. Ascension Coordinator or Site Contact will request computer access** (if needed) once ALL online orientation materials are completed. Orientation materials should be completed within 2 weeks (but not longer than 4 weeks) prior to the start date of the clinical to ensure the most up-to-date information is reviewed.

**9. After the first day of clinical, the clinical instructor or school coordinator should collect department checklists** and confirm their completion in the original request.

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## User Guide for Electronic Student Clinical Placement Process

### Adding Instructors

- Instructors must first be added to the system by a school coordinator prior to making a request. **Instructors can only be added when working in the Internet Explorer Mode setting in Microsoft Edge**
- Click **“View All Instructors and Coordinators”** and then click **“Create New Instructor”**.
- Provide login information and **Instructor User Guide** document to instructor found here:  
<https://medicaleducation.ascension.org/wisconsin/nursing-and-allied-health/instructor-clinical-orientation>

### Creating a New Clinical Request

- From the home page, click on **“Request a New Clinical”**.
- On the “Clinical Request Form” enter the information in the text fields.
- **Start and end dates must be accurate. Computer access will be based on the dates entered.**
- Add the instructor to the clinical using the drop down selection box. If you do not know who the instructor will be, please select **TBD** – you must return to the request and enter instructor at a later date.
  - Instructor information is only needed if they will be on site with students and need EHR access
- When you have completed the form, click **“Submit”**

### Adding & Confirming Students / Instructors Information to an approved Clinical Request

- Once a request has been approved, you need to add and confirm the student and instructor information.
- From the home page, click on **“View all Clinical Requests”** and select the appropriate request.
- Click **“Add Students to this clinical”**, enter the student’s information and then click **“Add Student”**.
- **Please be sure that student names and emails are accurate** (if not the system will not recognize them and EHR access will be incorrect and delayed).
- To confirm the student – Select **“0% Complete”** in the table, under **“Online Confirmation Status”**. Check each box that pertains and is accurate to the student/instructor then click **“Submit”**.
  - If there is a positive criminal background check found, please email a copy of the BID form and background check results to the AW coordinator for review ASAP.
  - The online orientation materials are completed by the individual and ALL FIVE must be finalized to be cleared to start **(Steps 2 and 5 REQUIRE ATTESTATIONS)**
- Once confirmed, click the **“Send Email”** button. This generates an email to the individual with information on completing the orientation materials. Once sent, a green checkmark will appear.
- Once the instructor/student information has been verified, click **“Return to the Clinical Request Details”**. Then click on **“Notify Ascension Coordinator”** This will change the status of the request to “Confirmed by School” – this also sends an email that notifies the AW coordinator that compliance is met and EHR access can be requested.

### Check Student’s / Instructor’s Status

- From the home page, click on **“View all Clinical Requests”** and select the appropriate request.
- Choose **“Confirm Student Status”** or **“Confirm Instructor Status”**.
- On this screen, you will be able to see if the student/instructor completed their online orientation, indicated by a green checkmark under the Orientation column.
- Troubleshooting – If a student reports an error message when trying to complete/verify their orientation, make sure the name and email are spelled correctly in ESCPP. Then ask for a screenshot of the error and contact the AW Coordinator for assistance.

## **Additional Resources**

### EHR Assistance

Once EHR information is received, any EHR password related questions or concerns regarding applications should be addressed by calling the Ascension Service Desk 1-844-587-HELP

### Sites of Care/Location Finders

To review locations that are a part of Ascension WI, please use the following link:

<https://healthcare.ascension.org/locations/wisconsin>

To review providers that are a part of Ascension WI, please use the following link:

<https://px.awreferral.connecthealthcare.com/>