

Student Placement Guide for Clinical Instructors

Student Clinical Placement Information & Resources

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 clinical instructors with information that outlines and explains the placement process in addition to providing general resources that you can use to support your students 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 (Manage in Microsoft Edge settings)

EHR Assistance

Once EHR information is received via secure email, any EHR password related questions or concerns regarding applications should be addressed by calling the helplines for the IS Departments within the individual region:

Ascension North/Central (Legacy Ministry and Affinity Sites) - (920) 628-9400 or Toll-free 877-640-1416

Ascension Columbia St. Mary's – 414-326-2400

Ascension Wheaton Franciscan – 844-587-HELP

*****If they can't assist you immediately on the phone, insist they open an incident ticket and provide your contact at Ascension that number to follow up.**

Using the Electronic Student Clinical Placement Process Database

Login Process

- Obtain your login / password ID / database link from your school coordinator or Ascension contact.
- Link to the login landing page: <https://escpp.wisconsinmeded.org> –Open in Internet Explorer (Manage in Microsoft Edge settings)

Verification of Instructor's Annual Orientation Completion

- When you are added to a clinical group, you will receive an email from ESCPP with links and instructions to complete five online orientation modules (including epic training, etc.).
- Sign final attestation with your school related email and password provided for ESCPP
- This resets annually with the Calendar year

Check Student's / Instructor's Status for completion of Orientation

- From the home page, click on **"View My Clinical Request History"** and select the appropriate request.
- Choose **"Confirm Student Status"** or **"Confirm Instructor Status"**.
 - o 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.
 - o Troubleshooting – If a student reports an error message when trying to complete/verify their orientation... First, review that the spelling of their name and email is correct in ESCPP. Second, ask for a screenshot and provide that to your school coordinator and Ascension contact.

Online Orientation Materials

All students and instructors must complete an online orientation consisting of a series of modules. This training must be completed on an annual basis (based on the calendar year). IS access will not be requested/released to the instructor until the entire clinical group has completed their orientation. Instructors can review their group's orientation completion status at any time by logging into the ESCPP database. **Must be completed two weeks prior to start date to ensure enough time for the Provisioning Process**

Please Note: If the online orientation has not been completed, the student and/or instructor will not be allowed on the unit or given EHR access information.

Student Orientation Website:

<https://medicaleducation.ascension.org/wisconsin/nursing-and-allied-health/student-clinical-orientation>

Instructor Orientation Websites:

<https://medicaleducation.ascension.org/wisconsin/nursing-and-allied-health/instructor-clinical-orientation>

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Scheduling Computer Labs

Ascension North/Central (Legacy Ministry and Affinity Sites)

Please contact the department for instructions

Ascension Columbia St Mary's and Ozaukee

Please contact the department for instructions

Ascension Wheaton Franciscan

Milwaukee Locations:

Elmbrook - Barbara Lewis: 262-785-2121

St. Joseph - Deb Adams: 414-447-2832

St. Francis and Franklin - Ann Boonnam: 414-647-5145

All Saint's/Racine Locations:

All Saints - Please contact the department for instructions

Professional Office Building (WPOB) A and B Computer Classrooms - Kelly Johnson: 262-687-4857

Conducting a Site Visit

New clinical instructors should contact the unit manager or designee to arrange a meeting to discuss the clinical objectives and clinical logistics. New instructors, prior to the start of their clinical, are required to shadow on the unit to ensure familiarity with unit processes and practices.

Badges

Whenever you are on facility grounds, you and your students will wear your school name badges which include your name, school, and title. If you will need access to certain locked departments, storage, etc., please work with the department manager or designee and the individual site's security to obtain a site-specific identification badge.

Department Checklists

Department checklists should be printed and brought to the first clinical and completed at the beginning of the clinical experience. Completed forms should be promptly forwarded to the school clinical coordinator.

Sites of Care/Location Finders

To review hospitals, clinics, or providers that are a part of Ascension WI, use the following "Find a Provider" or "Find a Location" search functions:

Ascension North/Central (Fox Valley and North): <https://healthcare.ascension.org/locations/wi/appleton>

Ascension Southeast Wisconsin (Milwaukee and Racine): <https://healthcare.ascension.org/locations/wi/milwaukee>