ASCENSION WISCONSIN

ESCPP User Manual
for School Coordinators

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Using the ESCPP Database

Getting Started

How to logon

Go to the ESCPP Login page.

https://escpp.wisconsinmeded.org

Enter your assigned User Name and Password, and then click **Log In**.
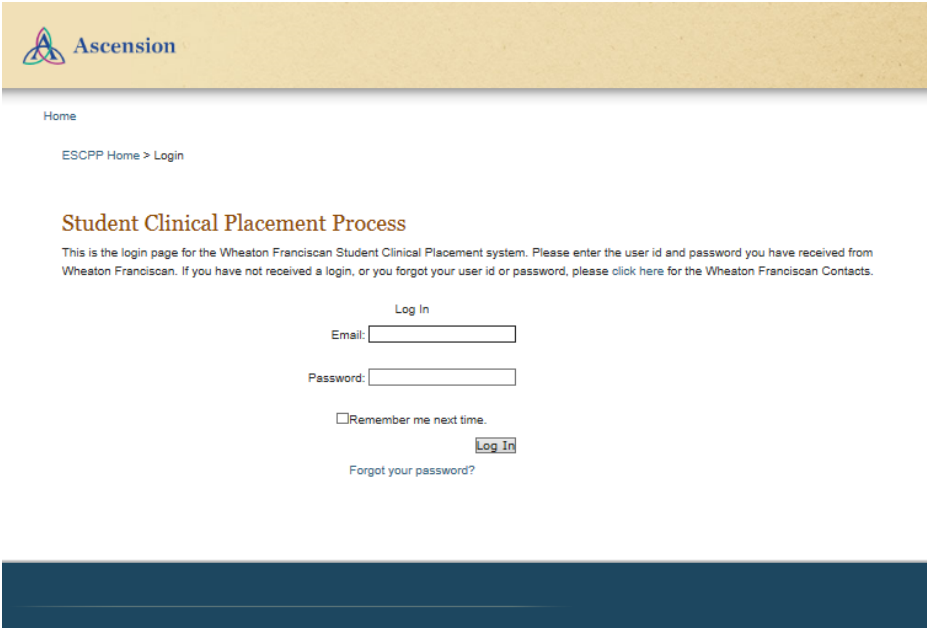
Review the School Coordinator Home Page

After logging in, you'll see the **Coordinator Home** page. This page has links to the functions you use as a school coordinator:

- **Add Instructor**
- **Request a New Clinical**
- **View all Clinical Requests**
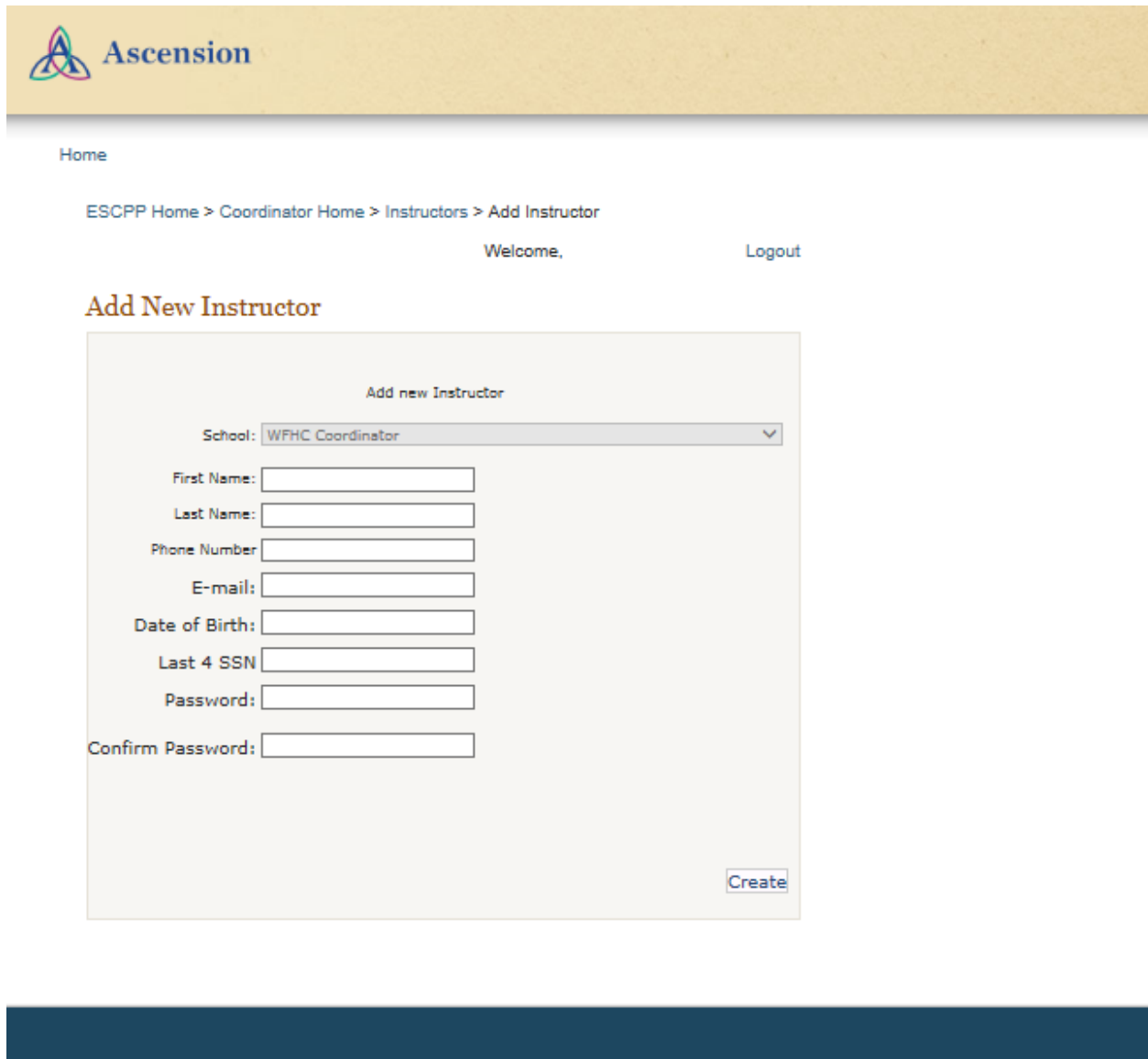- **View all Instructors and Coordinators**
- **Change Password**

How to add an instructor

On the home page, click **Add Instructor**.

On the **Add New Instructor** form , your school name automatically displays in the **School** field.

Enter the instructor information in the text fields, and then click **Create**.
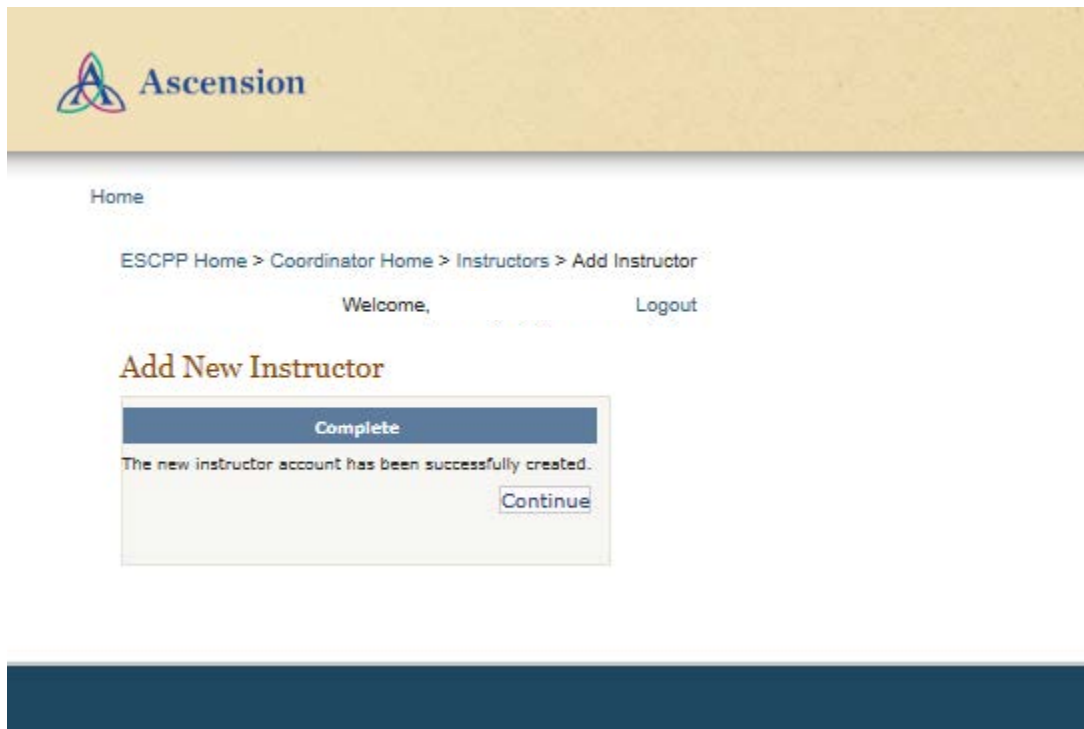
A message displays that the instructor account has been successfully created. Click
Continue.

Creating and Managing Clinical Requests

How to Submit a Clinical Request

On the home page, click **Request a New Clinical**.

On the **Clinical Request Form**, enter information in the text fields and make appropriate selections for the other fields.

Note: the fields marked with a red asterisk are required. When you have

completed the form, click **Submit**.

The **Clinical Request Details** page displays, showing that the **Status** of the request is **Pending**.

An Ascension Wisconsin administrator will review your request. You will receive an email indicating whether the request was approved or denied.

Ascension

Home

Welcome,   Logout

✓ New Clinical Request has been submitted

Clinical Request Details

You are on the "Clinical Request Details Screen". **Once the clinical is approved**, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 05/11/2020)	
School	**WFHC Coordinator**
Date Submitted	1/3/2018 11:28:59 AM
Submitted By	Sell, Kayla
Status	**Pending**
School Term	Spring 2020
PT/OT/SLP Clinical	☐
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee
Preferred Department:	Medical
Alternative Department:	Cardiac
Start Date:	1/13/2020
Stop Date:	5/11/2020
Number of Hours/Week	8
Total Number of Clinical Hours	80
Schedule:	Sunday ☐ - Monday ☐ -

Actions for this Clinical Request
• Edit Clinical Request
• Cancel Clinical Request
• Return to List of All Clinicals

## View the School's Clinical Requests

On the home page, click **View all Clinical Requests**.

The **Clinical Request History** page lists all past and present clinical requests for your school.

Ascension

Home

ESCPP Home > Coordinator Home > Requests

Welcome,   Logout

Clinical Requests History for WFHC Coordinator

Create New Request

Filter Results by Status: Any
Instructor: Any
Coordinator: Any

Course Name	Students	Site	Start	Stop	Semester	Status	Date Submitted
Nursing Care Through the Lifespan	8	CSM Milwaukee	1/13/2020	5/11/2020	2nd Semester	Pending	1/3/2018
zzTest	4	WFH - St Joseph	6/1/2016	6/3/2016	1st Semester	Completed by IS	5/27/2016
Test	1	WFH - St Joseph	5/13/2016	5/31/2016	2nd Semester	Completed by IS	5/13/2016
Test 3 5/10	1	The Wisconsin Heart Hospital	5/30/2016	6/27/2016	1st Semester	Completed by IS	5/10/2016
TEST 2 5/10	1	WFH - Franciscan Woods	5/30/2016	6/27/2016	1st Semester	Completed by IS	5/10/2016
Test1-5/10	1	WFH - Elmbrook Memorial	5/30/2016	6/27/2016	1st Semester	Completed by IS	5/10/2016
test	2	WFH - St Joseph	5/9/2016	5/31/2016	1st Semester	Completed by IS	5/9/2016
PT	1	WFH - St Joseph	6/1/2016	6/30/2016	ZZ No Term Rehab	Approved	4/26/2016
fieldwork	1	WFH - St. Francis	6/1/2016	7/1/2016	ZZ No Term Rehab	Pending	4/12/2016
****PodiatryTEST***	1	Covenant Medical Center	8/24/2015	12/31/2015	PGY4	Approved	4/24/2015
Alex Test Spring	1	WFH - St Joseph	1/30/2015	2/12/2015	1st Semester	Finished	1/29/2015
Alex Hornak Test	1	WFH - St Joseph	6/1/2015	9/1/2015	1st Semester	Finished	1/29/2015
TEST_Change	3	WFMG - St Francis Outpatient Center	1/5/2016	5/1/2016	1st Semester	Completed by IS	1/29/2015
my test course	2	Providence Downers Grove	8/28/2014	8/29/2014	2nd Semester	Approved	8/27/2014
TEST	5	Covenant Clinics	5/1/2015	5/2/2015	Y4	Sent to IS	8/11/2014
TEST	5	WFH - St Joseph	9/15/2016	12/30/2016	2nd Semester	Approved	3/13/2014
TEST - WEB	0	Covenant Clinics	8/4/2014	10/1/2014	1st Semester	Pending	2/12/2014
Advance Health Assessment	1	WFH - St Joseph	1/30/2012	5/11/2012	2nd Semester	Finished	10/11/2011

View the Details of a Clinical Request

On the home page, click **View all Clinical Requests**.

On the **Clinical Request History** for your school, click the **Course Name** for the clinical request you want to view.

The **Clinical Request Details** page displays information about the clinical request.

Check the Status of a Clinical Request

Open the **Clinical Request Details** page for the clinical request you are reviewing. The **Status** of the clinical request may be:

- **Pending** (Waiting for review)
- **Approved** (Clinical request has been approved)
- **Denied** (Clinical request has been denied)
- **Cancelled** (Clinical request was cancelled)
- **Finished** (Clinical request has completed)
- **Sent to IS** (Network access request has been submitted)
- **Completed by IS** (Network access request is completed)

Edit a Clinical Request

> **Note**: You can edit a clinical request only when the status is **Pending**. After a clinical request is **Approved**, contact Student Affiliations.

Open the **Clinical Request Details** page for the clinical request you are editing. Under **Actions for this Clinical Request**, click **Edit Clinical Request**.

The **Edit Clinical Request** page opens. Make appropriate changes in the text and selection fields. When complete, click **Update** to save your changes.

Cancel a Clinical Request

> **Note**: You can cancel a clinical request only when the status is **Pending**. After a clinical request is **Approved**, contact the WFH Coordinator.

Open the **Clinical Request Details** page for the clinical request you are reviewing. Under **Actions for this Clinical Request**, click **Cancel Clinical Request**.

On the **Cancel Request** page, enter the reason you are cancelling the request, then click **Cancel the Request**.
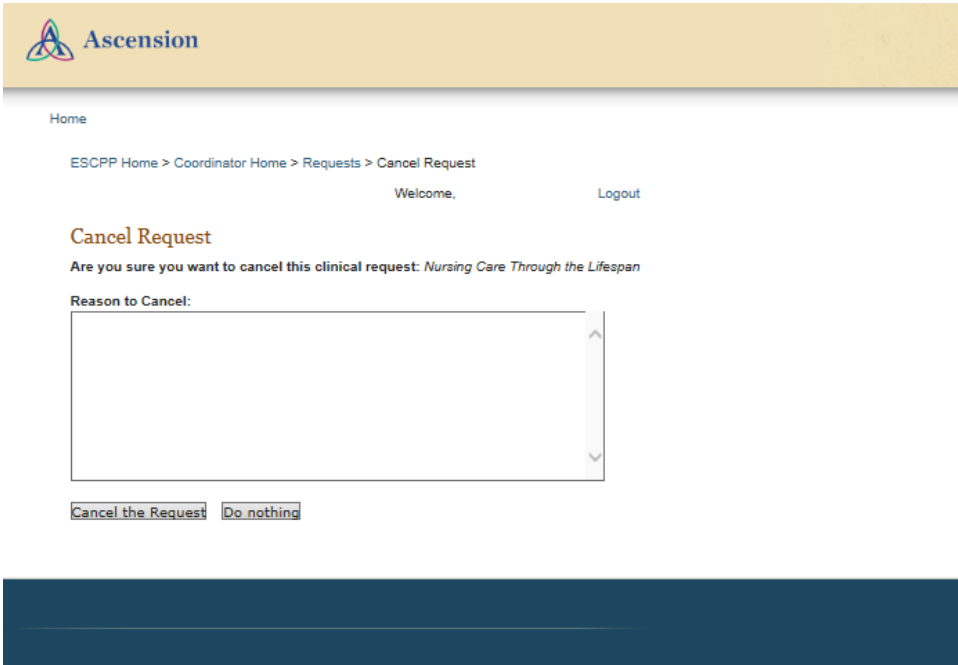
Click **OK** to confirm the cancellation.
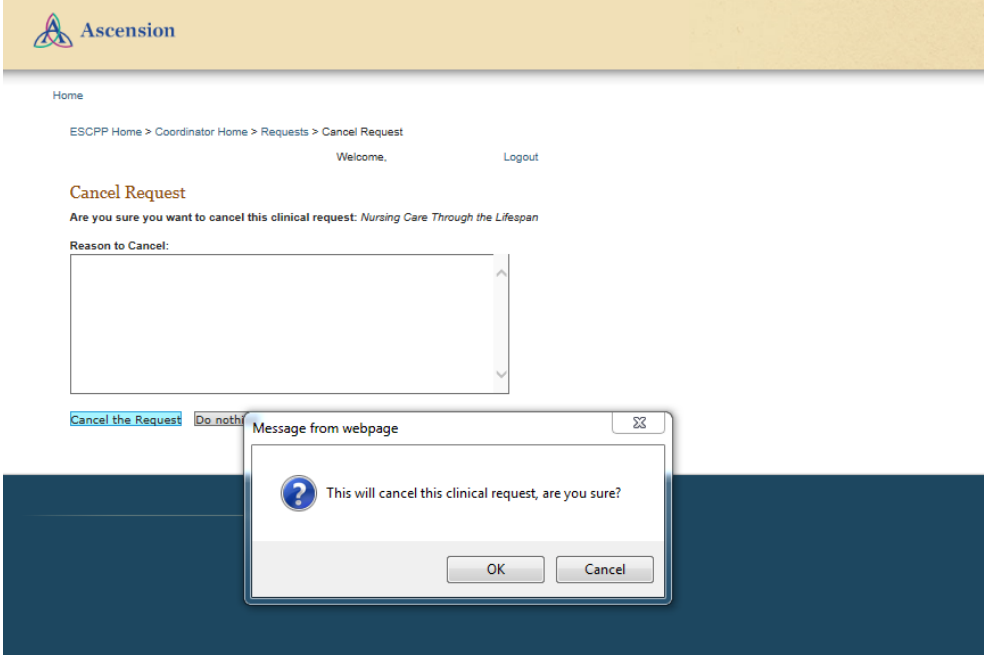
On the **Clinical Request Details** page, the **Status** of this request is now **Cancelled**.

Add Students to a Clinical Request

Open the **Clinical Request Details** page for the clinical request to which you are adding students.

Under **Actions for this Clinical Request**, click **Add Students to this clinical**.

Enter the student information in the **Add Student To Class** form. When you are done, click **Add Student**.

The student's name now appears in the **Student List** for this clinical.

Click the **Send Email** button to send a notification to the student that she or he must complete the orientation requirements. A green checkmark icon then appears in the **Email Sent** column.

Verify the student information, then click **Send Email**.

Tracking and Recording Compliance Requirements

Verify Background Checks and Health Requirements

Open the **Clinical Request Details** page for the clinical request you are reviewing. Under **Actions for this Clinical Request**, click

- **Confirm Students' Status/Send Student Email**
  or
- **Confirm Instructor Status/Send Instructor Email**

For a Student: On the **Students List** page, review each student's online confirmation status. Click on the percentage to open that student's confirmation page.

On the **Student Confirmations** page, verify the background checks and health requirements information for this student. For each section, click the checkbox to confirm the information.

For an Instructor: On the **Instructor Status** page, review the instructor's confirmation status. Click on the percentage to open that student's confirmation page.

On the **Instructor Confirmations** page, verify the background checks and health requirements information for the instructor. For each section, click the checkbox to confirm the information.

Send Out the Orientation Request Email

When a clinical request has been approved, send an orientation email to the instructor.

Open the **Clinical Request Details** page of the clinical request for the instructor you are sending an orientation email to.

Under **Actions for this Clinical Request**, click

- **Confirm Students' Status/Send Student Email**

  or

- **Confirm Instructor Status/Send Instructor Email**

Click **Send Email** to notify the student/instructor that she or he must complete the orientation requirements.

For Instructors:

For Students:

Verify the instructor/student information, then click **Send Email**.

Confirm if a Student has Completed Orientation

Open the **Clinical Request Details** page for the clinical request you are reviewing.

Under **Actions for this Clinical Request**, click **Confirm Students' Status/Send Student Email**.

On the **Students List** page, the **Orientation Confirmation** column shows a green checkmark icon when a student has completed the student orientation questions.

Confirm if an Instructor has Completed Orientation

Open the **Clinical Request Details** page for the clinical request you are reviewing.

Under **Actions for this Clinical Request**, click **Confirm Instructor Status/Send Instructor Email**.

On the **Instructor Status** page, the **Orientation Confirmation** column shows a green checkmark icon when the instructor has completed the instructor orientation questions.

Notify Ascension that Confirmations are Complete

Once the instructor and all students have been confirmed, click the **Return to Clinical Detail Page** button from either the student or instructor confirmation page.

Under **Actions for this Clinical Request,** click **Notify WFH Coordinator**.