

ASCENSION WISCONSIN

# **ESCPP User Manual for School Coordinators**

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Ascension Wisconsin  
4300 W. Brown Deer Road  
Brown Deer, WI 53233

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# Using the ESCPP Database

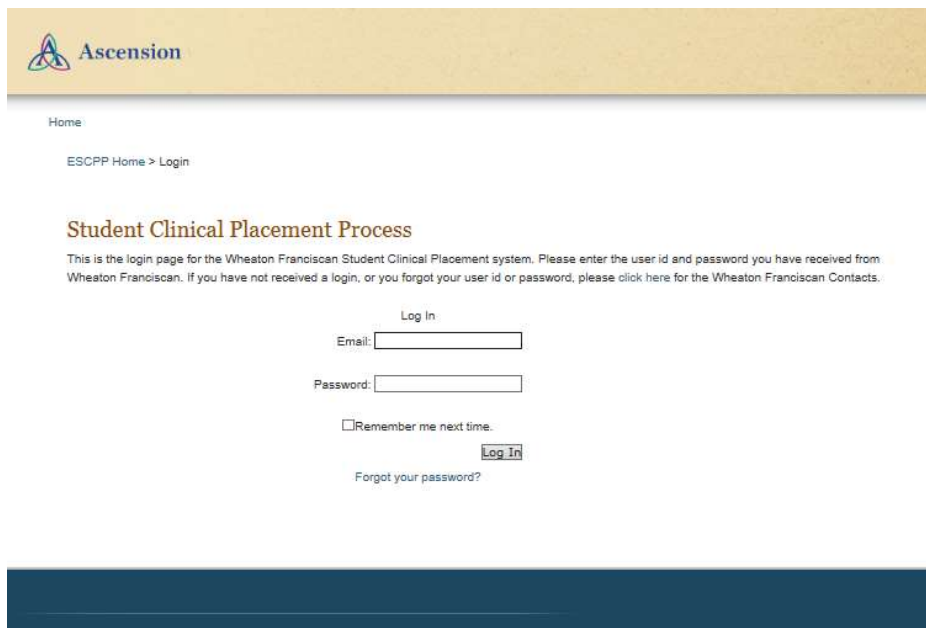
## Getting Started

### 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**.



The screenshot shows the login page for the Ascension ESCPP Student Clinical Placement Process. At the top is the Ascension logo. Below it are links for "Home" and "ESCPP Home > Login". The main heading is "Student Clinical Placement Process". A paragraph explains that this is the login page for the Wheaton Franciscan Student Clinical Placement system and provides instructions for users who have not received a login or forgot their credentials. The login form includes a "Log In" button above the "Email:" field, a "Password:" field, a "Remember me next time." checkbox, and a "Log In" button. A link for "Forgot your password?" is also present. The page has a light beige header and a dark blue footer.

Ascension

Home

ESCPP Home > Login

### Student Clinical Placement Process

This is the login page for the Wheaton Franciscan Student Clinical Placement system. Please enter the user id and password you have received from Wheaton Franciscan. If you have not received a login, or you forgot your user id or password, please click here for the Wheaton Franciscan Contacts.

Log In

Email:

Password:

☐ Remember me next time.

[Forgot your password?](#)

## 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**

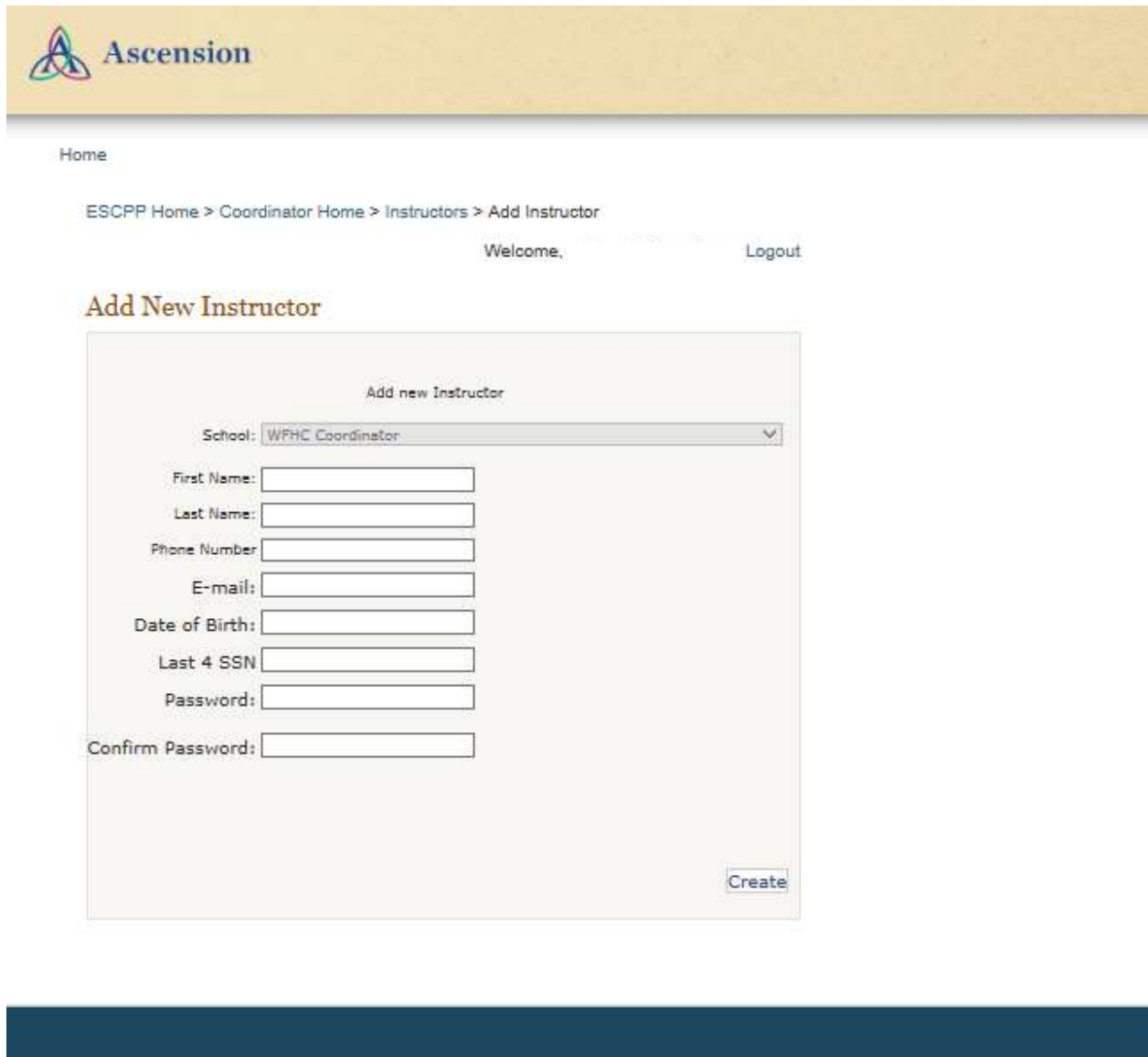


## How to add an instructor

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**.



The screenshot shows the 'Add New Instructor' form within the Ascension ESCPP system. The page header includes the Ascension logo and the text 'Home'. The breadcrumb trail reads 'ESCPP Home > Coordinator Home > Instructors > Add Instructor'. A welcome message 'Welcome,' is followed by a 'Logout' link. The form title is 'Add New Instructor'. The 'School' dropdown menu is set to 'WFHC Coordinator'. The form contains the following fields: 'First Name:', 'Last Name:', 'Phone Number', 'E-mail:', 'Date of Birth:', 'Last 4 SSN', 'Password:', and 'Confirm Password:'. A 'Create' button is located at the bottom right of the form.

A message displays that the instructor account has been successfully created. Click **Continue**.



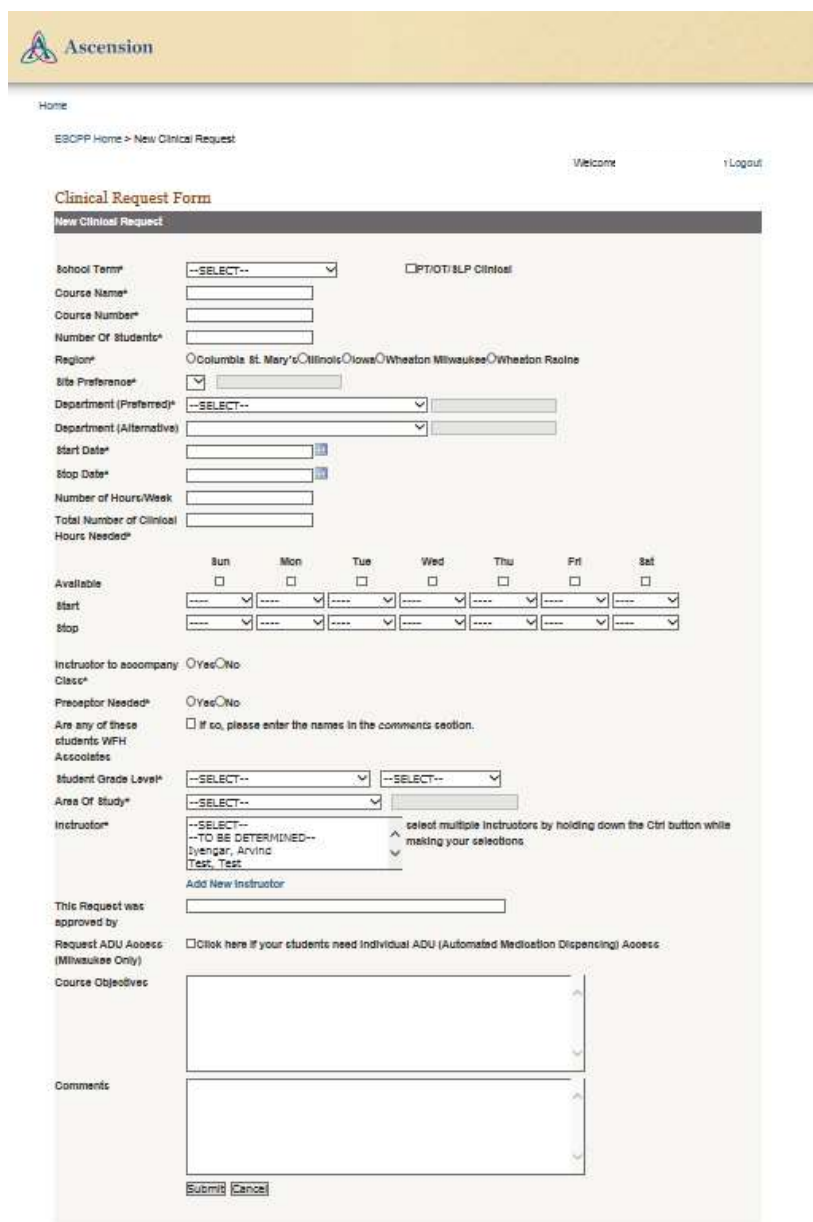
# Creating and Managing Clinical Requests

## 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**.

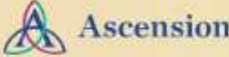


The screenshot displays the 'Clinical Request Form' on the Ascension website. The form is titled 'New Clinical Request' and includes a navigation bar with 'Home', 'ESOPF Home > New Clinical Request', 'Welcome', and 'Logout'. The form fields are organized into several sections:

- Header:** 'School Term\*' (dropdown), 'PT/OT/SLP Clinical' (checkbox), 'Course Name\*' (text), 'Course Number\*' (text), 'Number Of Students\*' (text), 'Region\*' (radio buttons for Columbia, St. Mary's, Illinois, Iowa, Wheaton, Milwaukee, Wheaton, Racine), 'Site Preference\*' (dropdown), 'Department (Preferred)\*' (dropdown), 'Department (Alternative)' (dropdown), 'Start Date\*' (calendar), 'Stop Date\*' (calendar), 'Number of Hours/Week' (text), and 'Total Number of Clinical Hours Needed\*' (text).
- Availability:** A table with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for 'Available', 'Start', and 'Stop' times.
- Instructor Information:** 'Instructor to accompany Class\*' (radio buttons for Yes/No), 'Preceptor Needed\*' (radio buttons for Yes/No), 'Are any of these students WFH Associates?' (checkbox), 'Student Grade Level\*' (dropdown), 'Area Of Study\*' (dropdown), 'Instructor\*' (dropdown with a note to select multiple instructors by holding down the Ctrl button while making your selections), and 'Add New Instructor' (button).
- Approval and Comments:** 'This Request was approved by:' (text), 'Request ADU Access (Milwaukee Only)' (checkbox), 'Course Objectives' (text area), and 'Comments' (text area).
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom.

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.



Home

ESCPP Home > Coordinator Home > Requests > Request Detail

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	<input type="checkbox"/>
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 <input type="checkbox"/> - Monday <input type="checkbox"/> -

#### 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.



[Home](#)

ESCPP Home > Coordinator Home > Requests

Welcome, [Logout](#)

### Clinical Requests History for WFHC Coordinator

Create New Request

Filter Results by Status:

Instructor:

Coordinator:

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	1/3/2016
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.

Ascension

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### 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	Bell, Kayla																					
Status	Pending																					
School Term	Spring 2020																					
PT/OT/SLP Clinical	<input type="checkbox"/>																					
Course Number	109-115-2K1F																					
Number of Estimated Students	8																					
Site	CBM 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	<table><tbody><tr><td>Sunday</td><td><input type="checkbox"/></td><td>-</td></tr><tr><td>Monday</td><td><input type="checkbox"/></td><td>-</td></tr><tr><td>Tuesday</td><td><input checked="" type="checkbox"/></td><td>7:30AM - 3:00PM</td></tr><tr><td>Wednesday</td><td><input checked="" type="checkbox"/></td><td>7:30AM - 3:00PM</td></tr><tr><td>Thursday</td><td><input checked="" type="checkbox"/></td><td>7:30AM - 3:00PM</td></tr><tr><td>Friday</td><td><input type="checkbox"/></td><td>-</td></tr><tr><td>Saturday</td><td><input type="checkbox"/></td><td>-</td></tr></tbody></table>	Sunday	<input type="checkbox"/>	-	Monday	<input type="checkbox"/>	-	Tuesday	<input checked="" type="checkbox"/>	7:30AM - 3:00PM	Wednesday	<input checked="" type="checkbox"/>	7:30AM - 3:00PM	Thursday	<input checked="" type="checkbox"/>	7:30AM - 3:00PM	Friday	<input type="checkbox"/>	-	Saturday	<input type="checkbox"/>	-
Sunday	<input type="checkbox"/>	-																				
Monday	<input type="checkbox"/>	-																				
Tuesday	<input checked="" type="checkbox"/>	7:30AM - 3:00PM																				
Wednesday	<input checked="" type="checkbox"/>	7:30AM - 3:00PM																				
Thursday	<input checked="" type="checkbox"/>	7:30AM - 3:00PM																				
Friday	<input type="checkbox"/>	-																				
Saturday	<input type="checkbox"/>	-																				
Instructor to accompany class	<input checked="" type="checkbox"/>																					
Preceptor Needed	<input type="checkbox"/>																					
Preceptor Name																						
Are any of these students WFH Associates	<input type="checkbox"/>																					
Student Level	Junior - 2nd Semester																					
Area of Study	14 Nursing (BSN)																					
Instructor	Test, Test																					
This request was approved by																						
Requested ADU Access (Milwaukee Only)	<input type="checkbox"/>																					
Course Objectives																						
Comments																						

#### Actions for this Clinical Request

- Edit Clinical Request
- Cancel Clinical Request
- Return to List of All Clinicals

## 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)

The screenshot shows the Ascension Clinical Request Details page. At the top is the Ascension logo. Below it is a breadcrumb trail: ESCPP Home > Coordinator Home > Requests > Request Detail. There are links for 'Welcome,' and 'Logout'. The main heading is 'Clinical Request Details'. A yellow box contains instructions: 'You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to' followed by a list of 7 steps: 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. Below this is a note: 'Use the "Actions for this Clinical Request" on the right side.' The main content area is divided into two sections. The left section, titled 'Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 05/11/2020)', contains a table with the following data: 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. The right section, titled 'Actions for this Clinical Request', contains three links: Edit Clinical Request, Cancel Clinical Request, and Return to List of All Clinicals. A red arrow points to the 'Status' field in the table.

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	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee

**Actions for this Clinical Request**

- [Edit Clinical Request](#)
- [Cancel Clinical Request](#)
- [Return to List of All Clinicals](#)

## 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**.

Ascension

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### 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	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee

#### Actions for this Clinical Request

- [Edit Clinical Request](#)
- [Cancel Clinical Request](#)
- [Return to List of All Clinicals](#)

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


Ascension

[Home](#)

### Edit Clinical Request

School
School Term
Course Name
Course Number
Number of Students
Region

WPHC Coordinator
Spring 2020
Nursing Care Through 1
109-115-2K1F
8
@Columbia St. Mary's @Illinois @Iowa @Wheaton Milwaukee @Wheaton Roline

☐ PT/OT/SLP Clinical

Site Preference
Department (Preferred)
Department (Alternative)
Start Date
Stop Date
Number of Hours/Week
Total Number of Clinical Hours Needed \*

CSM Milwaukee
Medical
Cardiac
1/13/2020
5/11/2020
8
80

CSM Milwaukee
Medical
Cardiac

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start	----	----	7:30AM	7:30AM	7:30AM	----	----
Stop	----	----	3:00PM	3:00PM	3:00PM	----	----

Instructor to accompany class\*
Preceptor Needed \*
Are any of these students WFH Associates

@Yes @No
Yes @No
☐ If so, please enter the names in the comments section.

Student Grade Level
Area of Study

Junior
2nd Semester
Nursing (BSN)
Nursing (BSN)

Instructor

--SELECT--  
--TO BE DETERMINED--  
Iyengar, Arvind  
Bell, Callie

select multiple instructors by holding down the Ctrl button while making your selections

Add New Instructor

This request was approved by

Request ADU Access (Milwaukee Only)

Course Objectives

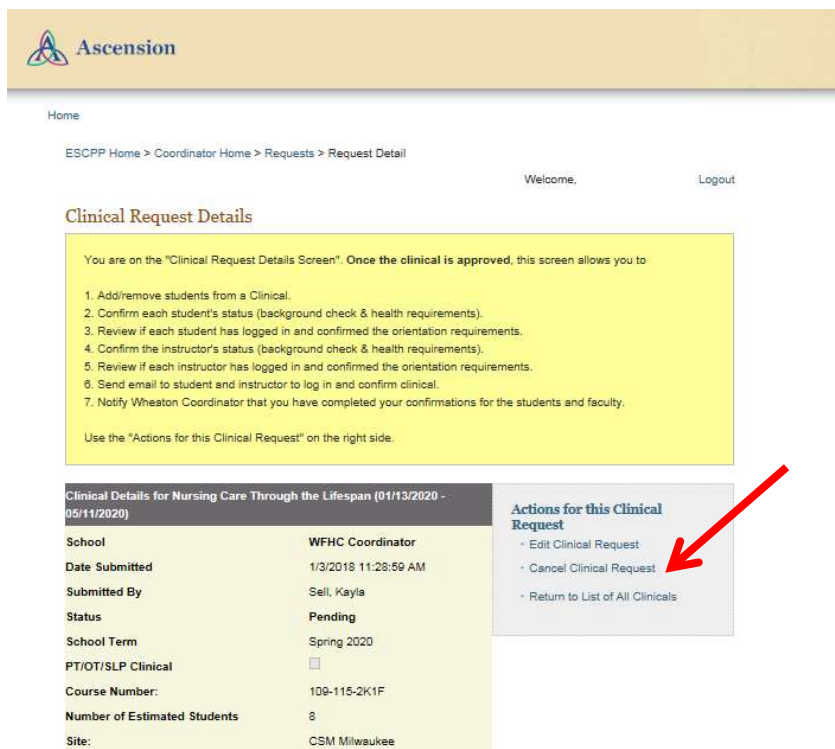
Comments

Update
Cancel

## 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**.



Ascension

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### 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.

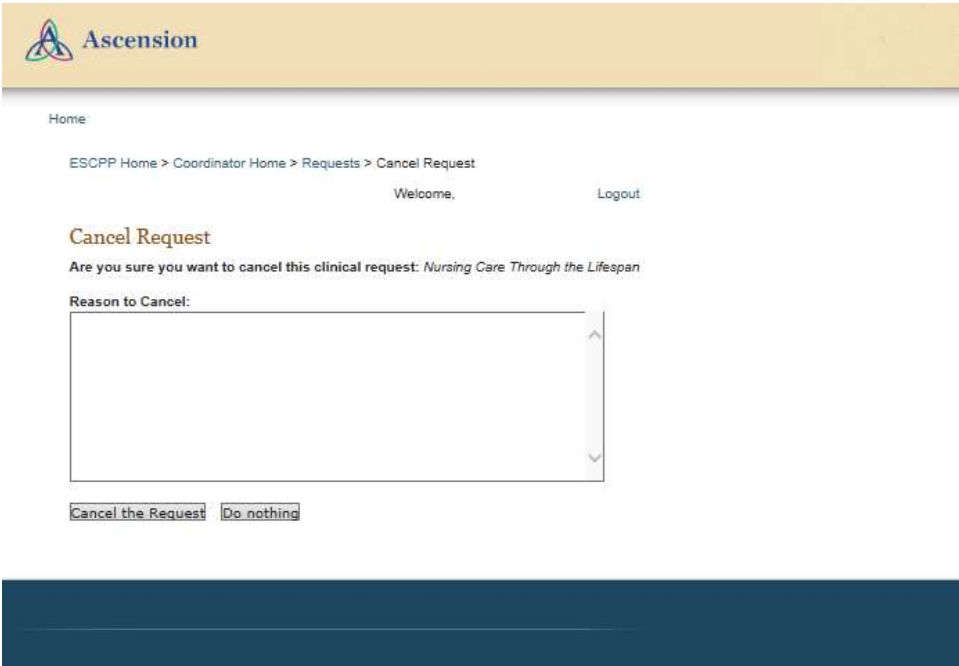
Use the "Actions for this Clinical Request" on the right side.

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	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee

#### Actions for this Clinical Request

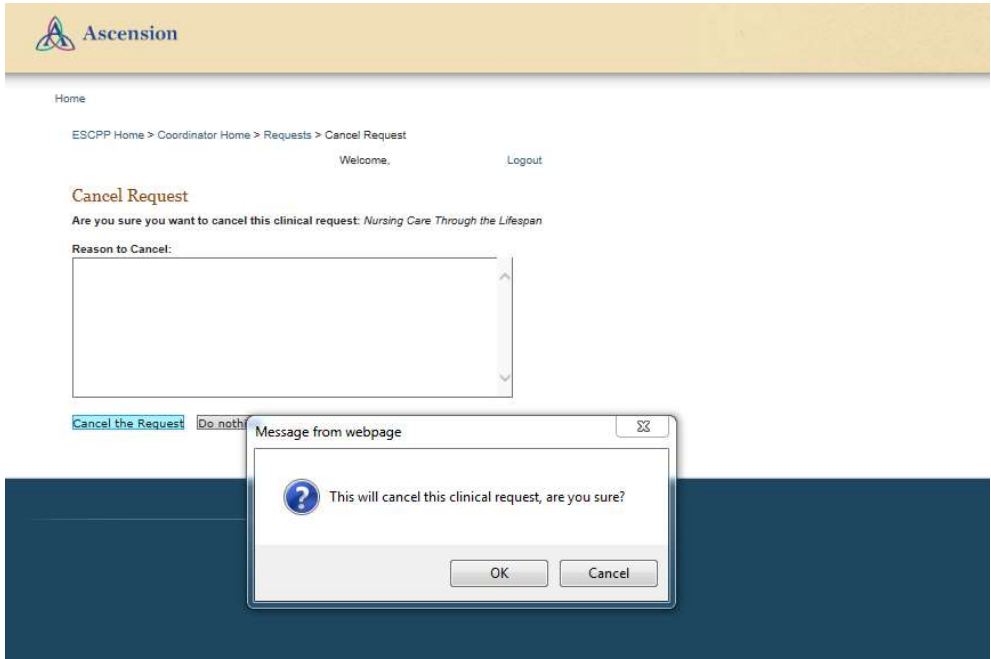
- Edit Clinical Request
- Cancel Clinical Request
- Return to List of All Clinicals

On the **Cancel Request** page, enter the reason you are cancelling the request, then click **Cancel the Request**.




The screenshot shows the Ascension web application interface. At the top is the Ascension logo. Below it is a breadcrumb trail: Home > ESCPP Home > Coordinator Home > Requests > Cancel Request. There are links for 'Welcome,' and 'Logout'. The main heading is 'Cancel Request'. Below this is a confirmation message: 'Are you sure you want to cancel this clinical request: Nursing Care Through the Lifespan'. A text area labeled 'Reason to Cancel:' is provided for input. At the bottom of the form are two buttons: 'Cancel the Request' and 'Do nothing'.

Click **OK** to confirm the cancellation.



This screenshot shows the same 'Cancel Request' page as the previous one, but with a confirmation dialog box overlaid. The dialog box is titled 'Message from webpage' and contains a question mark icon followed by the text: 'This will cancel this clinical request, are you sure?'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.


On the **Clinical Request Details** page, the **Status** of this request is now **Cancelled**.



Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, [Logout](#)

 Canceled request Nursing Care Through the Lifespan

### 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 - 01/12/2020)

School	WFHC Coordinator
Date Submitted	1/3/2018 11:28:59 AM
Submitted By	Sell, Kayla
Status	Cancelled
School Term	Spring 2020
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8

#### Actions for this Clinical Request

- Return to List of All Clinicals



## 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**.

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### 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 TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	<b>Approved</b>
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

- Add Students to this clinical
- Confirm Students' Status/Send Student Email
- Confirm Instructor Status/Send Instructor Email
- Notify WFH Coordinator
- Return to List of All Clinicals

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



Home

ESCPP Home > Coordinator Home > Requests > Students

WelcomeLogout

Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzescpp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_last , test2	webeditor@wfhc.org		1/1/1970	9976	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

First Name \*

Middle Name

Last Name \*

Email \*

Date Birth \*

SSN or School ID (Last 4 digits) \*

Expected Graduate Date \*

Month: 1 / Year:

Is this student a WFH associate? \*


☐Yes☐No

Phone number \*

[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.



Home

ESCPP Home > Coordinator Home > Requests > Students

Welcome Logout

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzescpp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed		Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_last , test2	webeditor@wfhc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022			Not Completed		<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022			Not Completed		<a href="#">Send Email</a>
								100% completed				

[Return to Clinical Detail Page](#)

First Name \*

Middle Name

Last Name \*

Email \*

Date Birth \*

SSN or School ID (Last 4 digits) \*

Expected Graduate Date \*

Month: 

1

 / Year:

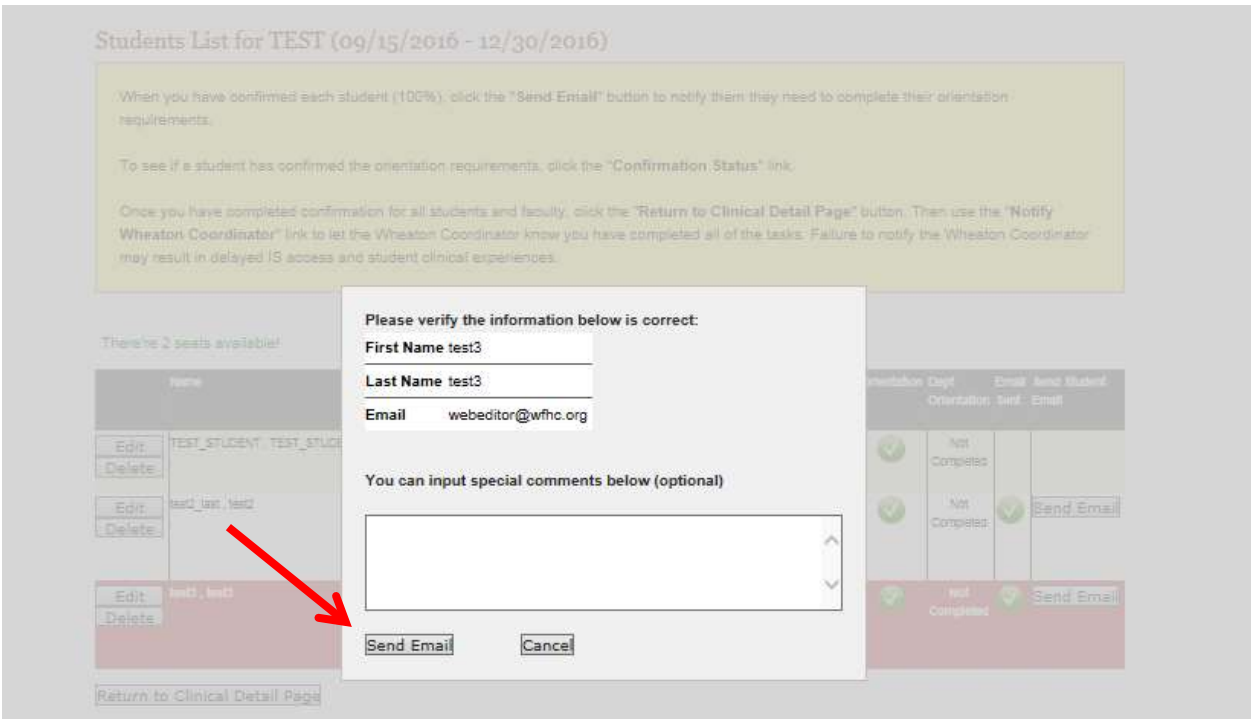
Is this student a WFH associate? \*

☐ Yes ☐ No

Phone number \*

Add Student

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

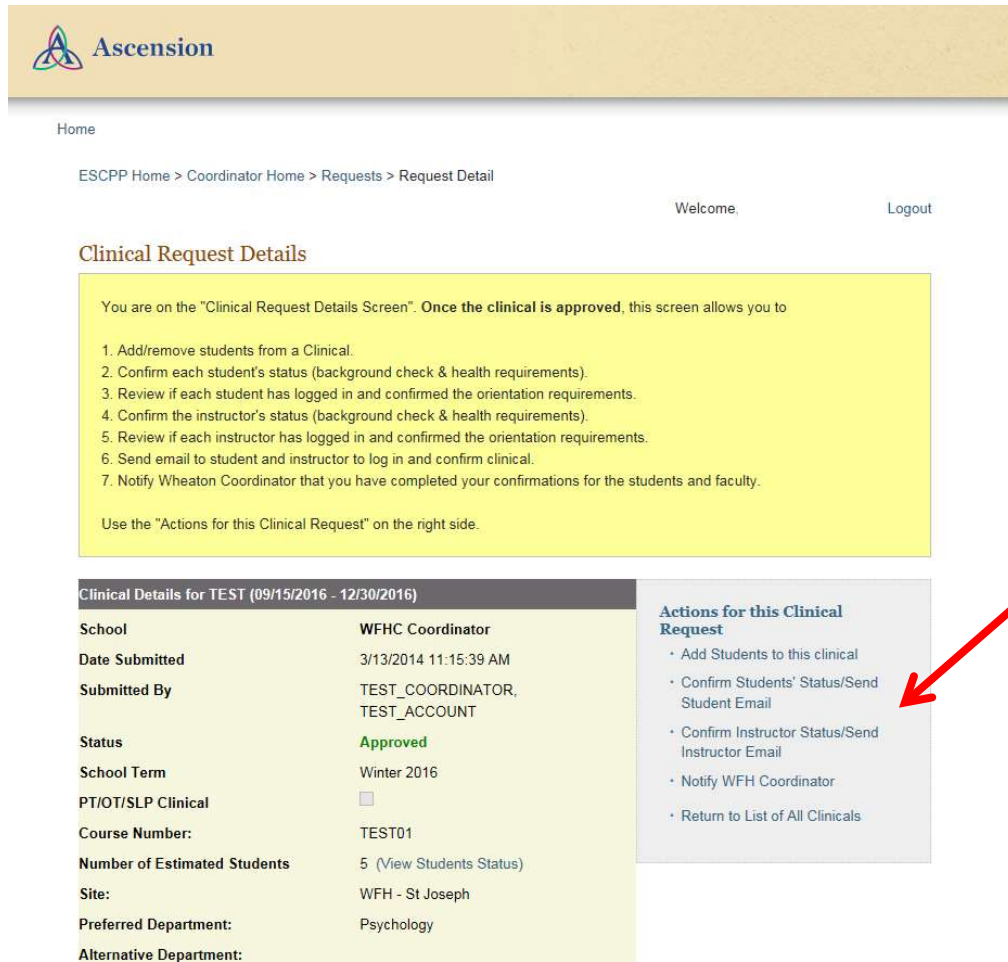



# Tracking and Recording Compliance Requirements

## 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**



 **Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### 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 TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	Approved
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

- Add Students to this clinical
- Confirm Students' Status/Send Student Email
- Confirm Instructor Status/Send Instructor Email
- Notify WFH Coordinator
- Return to List of All Clinicals

**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.


**Ascension**

[Home](#)

[ESCPP Home](#) > [Coordinator Home](#) > [Requests](#) > [Students](#)

[Welcome](#)

[Logout](#)

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzasopp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed		Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_test , test2	webedtor@wfhc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed		Not Completed		<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webedtor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed		Not Completed		<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

First Name \*

Middle Name

Last Name \*

Email \*

Date Birth \*

SSN or School ID (Last 4 digits) \*


Expected Graduate Date \* Month:  / Year:

Is this student a WFH associate? \* ☐ Yes ☐ No

Phone number \*

[Add Student](#)

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.


**Ascension**

[Home](#)

[EBOPF Home](#) > [Coordinator Home](#) > [Requests](#) > [Student Confirmation](#)

[Web](#)

[Log Out](#)

### Student Confirmations


Student Name	TEST_STUDENT, TEST_STUDENT
I verify this to be true <input checked="" type="checkbox"/>	<p>The student listed here is in compliance with the contractual health policies of the Clinical Education Setting including, but not limited to, certifying that prior to reporting to the Clinical Education Setting each has:</p> <ul style="list-style-type: none"> <li>A physical exam which indicates he/she is free from communicable disease, able to meet physical demands of the work indicating any ADA accommodations, health history with signed declaration by student that the report is correct to the best of their knowledge, and annual declaration by student that health status is unchanged to the best of their knowledge;</li> <li>He/she is free from active tuberculosis as documented by a negative Mantoux skin test or negative chest x-ray (dated after skin test conversion) and is free from signs and symptoms of tuberculosis. Quantiferon TB test acceptable in lieu of annual Mantoux skin test;</li> <li>Documented immunity to Rubella, Rubeola, and Mumps (MMR); positive titer or medical documentation of 2 MMRs, 1 month apart, with the 1st dose after the first birthday, and the 2nd dose at least 1 month thereafter;</li> <li>Documented immunity to Varicella; positive titer or 2 doses of varicella vaccine 4 weeks apart;</li> <li>Have been advised of the risks of Hepatitis B and have either begun the Hepatitis B vaccination series or, in the alternative, have completed the appropriate declaration of immunization form;</li> <li>Have received the seasonal Influenza vaccine each year no later than October 31st. (For student experiences taking place between September 1st and March 31st.)</li> </ul> <p><b>** Please Note:</b> Any reason other than medical contraindication the student will not be permitted to participate in a clinical experience. The academic partner is to track student compliance with this requirement, and send statistical documentation of the same to the designated Wheaton Franciscan Healthcare education contact. This documentation should include total number of students attending at a Wheaton Franciscan Healthcare facility, how many received the vaccine, and how many had a documented medical contraindication to the vaccine. Influenza Vaccination Medical Exemption Form shall be on file at the education setting.</p> <p><b>**Please Note:</b> Students/instructors with exemptions to the vaccine <u>required to wear a surgical mask</u> during the Influenza season whenever in buildings where patient care takes place, regardless of whether the student/instructor is a direct patient caregiver or not.</p> <ul style="list-style-type: none"> <li>A negative 10 panel urine drug screen. If positive, he/she will not be permitted to participate in a clinical placement.</li> </ul> <p>Notice of above is provided to the Clinical Education Setting.</p>
I verify this to be true <input type="checkbox"/>	The student listed has had a background check performed under the direction of the Institution in accordance with the Wisconsin Caregiver Background Check Law and does not have any adult criminal arrests with convictions or any currently pending charges.
I verify this to be true <input checked="" type="checkbox"/>	The student listed here DOE have a criminal record on file or currently pending charges. A copy of their completed Disclosure Form and criminal record report will be forwarded by fax or postal mail no less than two weeks prior to the start of the clinical experience. (If a student has been arrested for criminal code 940.19, 940.195, 940.20, 941.30, 942.06, 947.01 or 947.013 within the last 5 years, a copy of the criminal complaint and judgment of conviction must accompany the record.)
I verify this to be true <input type="checkbox"/>	The student listed is certified in American Heart Association or Red Cross, Health Care Provider, Basic Life Support.
I verify this to be true <input type="checkbox"/>	Check here if this student does not require CPR/BLS certification. (Will have no patient interaction)
I verify this to be true <input checked="" type="checkbox"/>	Student Orientation Confirmation (This item will be verified by the student him/herself)

DISCLAIMER - "Schools may be requested to provide evidence that these requirements have been met"

[Submit](#)



**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.



Home

ESCPP Home > Coordinator Home > Requests > Instructor Status

Welcome, [Logout](#)

### Instructor Status

When you have confirmed the instructor (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if an instructor has confirmed the orientation requirements, click the "Confirmation Status" link.


Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed access and student clinical experiences.

Name	Confirmation Status	Orientation Confirmation	Email Sent	Send Instructor Email
TEST_INSTRUCTOR, TEST_ACCOUNT	not started			<a href="#">Send Email</a>

[Return to Clinical Detail 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.


**Ascension**

[Home](#)

[ESCPP Home](#) > [Coordinator Home](#) > [Requests](#) > [Instructor Confirmations](#)

Welcome,

[Logout](#)

### Instructor Confirmations

Instructor Name	TEST_INSTRUCTOR_TEST_ACCOUNT
<input type="checkbox"/> I verify this to be true	<p>The faculty listed here is in compliance with the contractual health policies of the Clinical Education Setting including, but not limited to, certifying that prior to reporting to the Clinical Education Setting each has:</p> <ul style="list-style-type: none"> <li>A physical exam which indicates he/she is free from communicable disease, able to meet physical demands of the work indicating any ADA accommodations, health history with signed declaration by faculty that the report is correct to the best of their knowledge, and annual declaration by faculty that health status is unchanged to the best of their knowledge;</li> <li>He/she is free from active tuberculosis as documented by a negative Mantoux skin test or negative chest x-ray (dated after skin test conversion) and is free from signs and symptoms of tuberculosis. Quantiferon TB test acceptable in lieu of annual Mantoux skin test;</li> <li>Documented immunity to Rubella, Rubella, and Mumps (MMR); positive titer or medical documentation of 2 MMRs, 1 month apart, with the 1st dose after the first birthday, and the 2nd dose at least 1 month thereafter;</li> <li>Documented immunity to Varicella; positive titer or 2 doses of varicella vaccine 4 weeks apart;</li> <li>Have been advised of the risks of Hepatitis B and have either begun the Hepatitis B vaccination series or, in the alternative, have completed the appropriate declaration of immunization form;</li> <li>Have received the seasonal influenza vaccine each year no later than November 16th. (For student experiences taking place between September 1st and March 31st.)</li> </ul> <p><small>*** Please Note: Any reason other than medical contraindication or religious exemption, the student will not be permitted to participate in a clinical experience. The academic partner is to track student compliance with this requirement, and send statistical documentation of the same to the designated Wheaton Franciscan Healthcare education contact. This documentation should include total number of students attending at a Wheaton Franciscan Healthcare facility, how many received the vaccine, and how many had a documented medical contraindication to the vaccine or religious exemption. Medical or Religious Exemption/Declaration Form shall be on file at the education setting.</small></p> <ul style="list-style-type: none"> <li>A negative 10 panel urine drug screen. If positive, he/she will not be permitted to participate in a clinical placement.</li> </ul> <p>Notice of above is provided to the Clinical Education Setting.</p>
<input type="checkbox"/> I verify this to be true	<p>The faculty listed has had a background check performed under the direction of the Institution in accordance with the Wisconsin Caregiver Background Check Law and does not have any adult criminal arrests with convictions or any currently pending charges.</p>
<input type="checkbox"/> I verify this to be true	<p>The faculty listed here DO have a criminal record on file or currently pending charges. A copy of their completed Disclosure Form and criminal record report will be forwarded by fax or postal mail no less than two weeks prior to the start of the clinical experience. (If a faculty member has been arrested for criminal code 940.19, 940.195, 940.30, 941.30, 942.08, 947.01 or 947.013 within the last 5 years, a copy of the criminal complaint and judgment of conviction must accompany the record.)</p>
<input type="checkbox"/> I verify this to be true	<p>The faculty listed are certified in American Heart Association or Red Cross, Health Care Provider, Basic Life Support.</p>
<input type="checkbox"/> I verify this to be true	<p>Instructor Orientation Confirmation (This item will be verified by the instructor himself/herself)</p>

DISCLAIMER - "Schools may be requested to provide evidence that these requirements have been met."

[Submit](#)
[Return](#)

## 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**

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### 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 TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	Approved
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

**Actions for this Clinical Request**

- Add Students to this clinical
- Confirm Students' Status/Send Student Email
- Confirm Instructor Status/Send Instructor Email
- Notify WFH Coordinator
- Return to List of All Clinicals

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

**For Instructors:**



Home

ESCPP Home > Coordinator Home > Requests > Instructor Status

Welcome, Logout

### Instructor Status

When you have confirmed the instructor (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.


To see if an instructor has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

Name	Confirmation Status	Orientation Confirmation	Email Sent	Send Instructor Email
TEST_INSTRUCTOR, TEST_ACCOUNT	not started			<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

**For Students:**



Home

ESCPP Home > Coordinator Home > Requests > Students

Welcome, Logout

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzesopp_teststudent@whc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_last , test2	webeditor@whc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@whc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

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

Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There's 3 seats available!

Name	Orientation Dept	Orientation	Send Email
TEST_STUDENT, TEST_STUDENT	Not Completed	Not Completed	Send Email
test, test2	Not Completed	Not Completed	Send Email
test3, test3	Not Completed	Not Completed	Send Email

Please verify the information below is correct:

First Name test3

Last Name test3

Email webeditor@wfhc.org

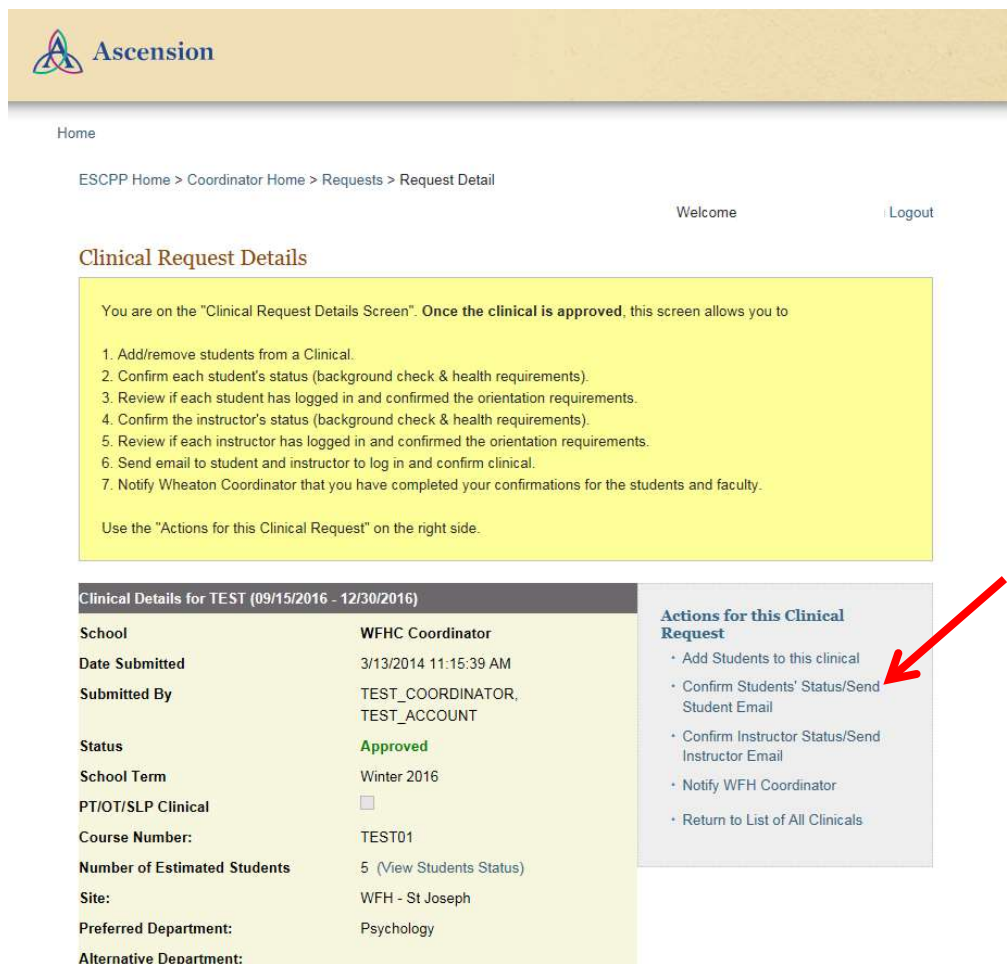
You can input special comments below (optional)

Send Email Cancel

## 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**.



**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome Logout

### 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 TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	Approved
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

- Add Students to this clinical
- Confirm Students' Status/Send Student Email
- Confirm Instructor Status/Send Instructor Email
- Notify WFH Coordinator
- Return to List of All Clinicals

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

 Ascension

Home

ESOPP Home > Coordinator Home > Requests > Students

Welcome, Logout

Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!


	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzesopp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_test , test2	webeditor@wfhc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

## 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**.

 Ascension

Home

ESCP Home > Coordinator Home > Requests > Request Detail

Welcome,

Logout

### 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 TEST (09/15/2016 - 12/30/2016)

School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	Approved
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	


Actions for this Clinical Request

- Add Students to this clinical
- Confirm Students' Status/Send Student Email
- Confirm Instructor Status/Send Instructor Email
- Notify WFH Coordinator
- Return to List of All Clinicals





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

 Ascension

Home

ESCPP Home > Coordinator Home > Requests > Instructor Status

Welcome,

Logout

### Instructor Status

When you have confirmed the instructor (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if an instructor has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.


Name	Confirmation Status	Orientation Confirmation	Email Sent	Send Instructor Email
TEST_INSTRUCTOR, TEST_ACCOUNT	not started			<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)



## 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.


**Ascension**

[Home](#)

[ESCPP Home](#) > [Coordinator Home](#) > [Requests](#) > [Students](#)

[Welcome,](#)

[Logout](#)

**Students List for TEST (09/15/2016 - 12/30/2016)**

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzescpp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed		Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_last , test2	webeditor@wfhc.org		1/1/1970	9878	<input type="checkbox"/>	12/2022	100% completed		Not Completed		<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed		Not Completed		<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

First Name \*

Middle Name

Last Name \*

Email \*

Date Birth \*

SSN or School ID (Last 4 digits) \*

Expected Graduate Date \*

Month: 

1

 / Year:


Is this student a WFH associate? \*

☐ Yes ☐ No

Phone number \*

[Add Student](#)

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

 **Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome

Logout

### 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 TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	<b>Approved</b>
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

**Actions for this Clinical Request**

- Add Students to this clinical
- Confirm Students' Status/Send Student Email
- Confirm Instructor Status/Send Instructor Email
- **Notify WFH Coordinator**
- Return to List of All Clinicals