

Facility Users – PlacementPro User's Manual Version 2.1

Facility Workflow

Reviewing My Placements

Use the Home Page to quickly review your placements by category: Open, Assigned, & Closed.

Or use the Search Button to refine your search based upon school, days of the week, and dates.

Home Search Placements Reports Preceptors Students Help

- 0 Requests modified since last log in
See the requests for Z Facility modified since you last logged in 2013-09-17.
- 2 Requests pending a decision
See requests awaiting a decision from Z Facility.
- 0 Requests requiring revision by school
See requests requiring revision that are expected to be resubmitted by the school.
- 6 Requests awaiting assignment by the administrator
See requests approved by Z Facility that are awaiting assignment by the administrator.
- 0 Denied requests
See requests denied by either Z Facility or the administrator.
- 0 Placements awaiting a PCode
See new placements at Z Facility awaiting a placement code. Schools cannot see the opening until a placement code is assigned.
- 14 Open placements
See open placements at Z Facility. Schools will see the opening after a placement code is assigned by the administrator.
- 12 Assigned placements
See placements approved by Z Facility and the administrator.
- 0 Closed placements
See closed placements at Z Facility.

[Add a new placement...](#)

Home Search Placements Reports Help

Region: East, Middle, Midwest, SouthEast, West

Facility: Baptist Healthcare DeSoto, Baptist Memorial Hospital - Collierville, Baptist Memorial Hospital - Memphis, Baptist Memorial Restorative Care Hospital, Baptist Rehabilitation - Germantown, Baptist Tipton, Baptist Union City, Baptist Women's Hospital, Centennial Medical Center, CMC Ashland City

Unit: 1 Cent, 1 Central, 1 CVSD, 1 East, 1 NO/SO, 1 North, 1 South, 10 East, 10 North/Trauma, 10 South

Unit Type: Antepartum, Behav/Psych, Cardiac, Critical, Critical/Neuro, Critical/Newborn, Critical/Peds, ICU, Diagnostic, Emergent

Status: Open, Assigned

School: Aquinas College, Arkansas State University, Auburn University, Austin Peay State University, Baptist College of Health Sciences, Belmont University, Bethel College, Brighton High School, Carson Academy - Memphis, Carson Newman

Program: All, Anesthesia, EMT, HOGA, Med Assist, Nursing, Other, Paramedic, Pharmacy, Radiology

Date: Year (2011-2015), Term (Fall, Spring, Summer), Day Of Week (Monday-Sunday), Date From, Through

Search

From the Placement Grid, you can further sort and filter by numerous headers. You may also Add a New Placement and Export the grid to Excel.

Home Search Placements Reports Preceptors Students Help

Assigned Placements Current

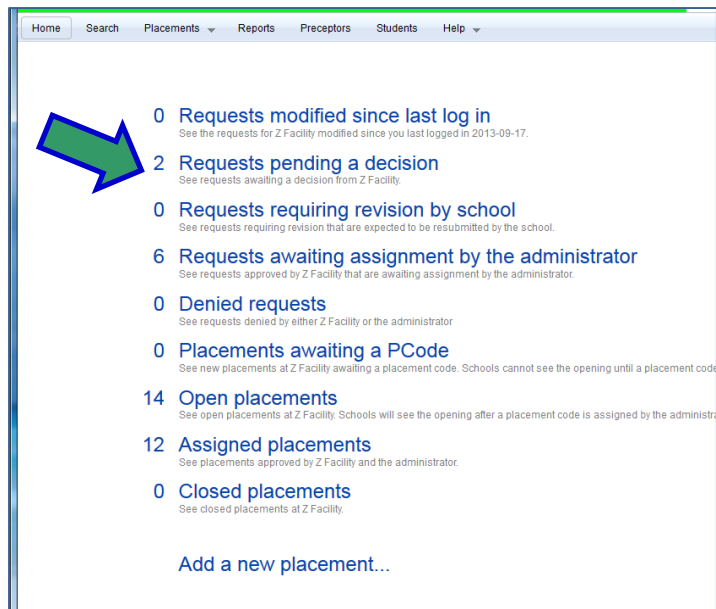
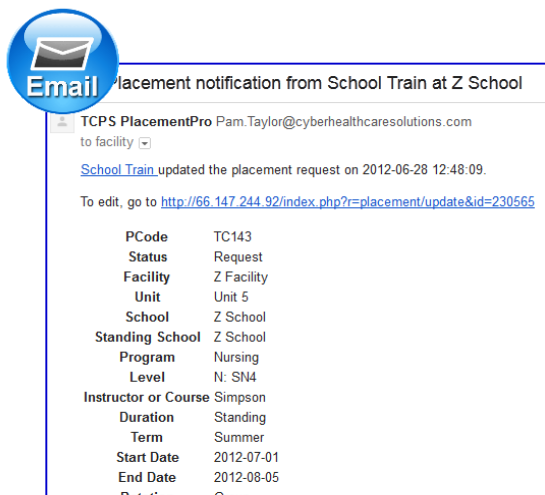
[Add New Placement...](#) [Export...](#)

Columns... Displaying 1-12 of 12 result(s), 50 rows per page

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
	TC001	Assigned		Mississippi	Z Facility	Unit 2	Behav/Psych	Z School	Z School	Nursing	N: SN4	Smith	Standing	2013	Fall	2013-09-02	2013-12-14		Precepted	Mary Margaret	D8	D/N12	D12
	TC008	Assigned		Mississippi	Z Facility	Unit 2	Behav/Psych	Z School		Nursing	N: SN2	Francis	1 Term	2013	Fall	2013-09-01	2013-12-14		Group		E8		
	TC009	Assigned		Mississippi	Z Facility	Unit 2	Behav/Psych	Z School		Nursing	N: SN1	Blake	1 Term	2013	Fall	2013-09-01	2013-12-14		Group		E8		
	TC010	Assigned		Mississippi	Z Facility	Unit 2	Behav/Psych	Z School		Nursing	N: SN2	TESTER	1 Term	2013	Fall	2013-09-01	2013-12-14		Group			E8	

Responding to a Placement Request


You will be alerted about a placement request via an email that comes from TCPS PlacementPro. **NOTE: This email comes automatically from the server. Do not REPLY back to it since inbound mail is not monitored! If you need to contact the facility, contact them directly!**







You can also log into the PlacementPro system and your HOME page will show a count of your pending requests.

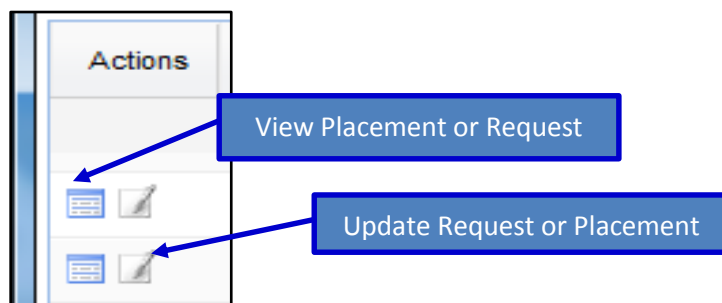
To respond, click on the Requests Pending a Decision link.

A listing of your Placement Requests will be displayed. If you have multiple requests for the same placement, it will be noted in the Requests Column.



Actions	PCode	Status	Requests	Region	Facility	Unit	Unit Type	School	Standing School	Program	Level	Instructor or Course	Duration	Year	Term
	TC028	Request	2	Middle	Z Facility	Unit 1	Med/Surg	Z School 2		Nursing	N: SN3	Thompson	Standing	2012	Summer
	TC028	Request	2	Middle	Z Facility	Unit 1	Med/Surg	MTSU		Nursing	N: SN2	Simpson	Standing	2012	Summer
	TC132	Request	1	Middle	Z Facility	Unit 5	DEU	Z School	Z School	Nursing	N: SN3	Holder	Standing	2012	Summer
	TC145	Request	1	Middle	Z Facility	Unit 5	DEU	Z School	Z School	Nursing	N: SN4	Grant	Standing	2012	Summer

Use the **Update Tool** in the Actions Column to select the request.



The Request Form will open for your review and decision.

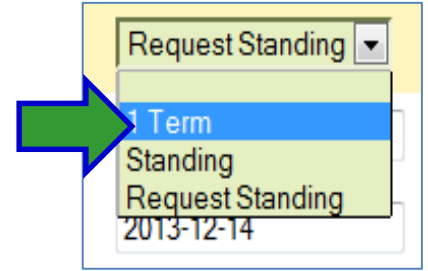
Two copies of the Placement will be visible, the original and the request with changes highlighted in **YELLOW** unless it is a NEW Placement Request. Be sure to note the changes carefully to make sure that you agree with each entry related to the Request.

Standing Duration Requested: Note the Duration of the Placement!

If the School has entered REQUEST STANDING in their request and you wish to award them the placement on a standing basis – change the duration to STANDING. When you update the placement, their school will be added to the Standing School field.

If you will only allow a 1 Term placement, change the placement duration to 1 Term.

If you leave Request Standing in the Duration, the Administrator cannot Assign the placement and will be in contact with you to determine the duration you intended.



To finalize your decision, you will need to change the status of the placement.

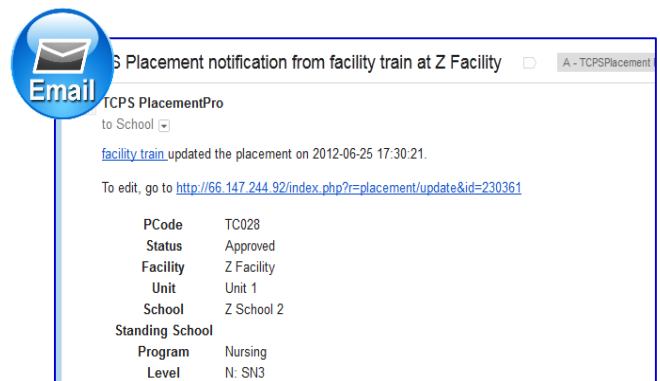
- To APPROVE the placement, change the Status to Approved.
- If you want the School to submit additional information, enter what information you need in the Comments section and then change the Status to REVISE and RESUBMIT.
- If you want to DENY the request, change the Status to Denied. Your reasons for denial may be entered in the comments section if appropriate.

A screenshot of the TCPS PlacementPro status update form. The form includes fields for 'PCode' (TC009) and 'Status' (Request). Below the status field are three radio button options: 'Revise and Resubmit', 'Denied', and 'Approved'. There is a 'Comments' section with a text area and an 'Update' button. At the bottom, it shows the creation and modification dates: 'Created 2013-09-17 14:41:01' and 'Modified 2013-09-17 14:41:01 by School Train'.

Click on Update to update the request. An email will be sent to the requesting school to alert them of your decision.

You may review the request based upon your decision from your Home Page:

- Requests requiring revision
- Denied requests
- Requests awaiting Admin Approval
- Placements awaiting PCodes



The Site Administrator will assign all approved placements within the database. This should happen within 1 working day.

Dealing with Placement Updates

Sometimes a school will need to update an assigned placement – such as change an instructor or update their total number of students. The facility will be notified of the change by email, but the change may or may not require that the facility approve the change.

- **Updates that require Facility Approval:** Duration, and changes in Dates outside of the existing range/term.
- **Updates that do NOT require Facility Approval:** Level, Instructor change, Time on Unit, Precepted Hours, Total Number of Students and Student Information.

When a placement is updated and requires facility approval, you will have a new Request that shows the conflicting/changed data from the original assigned placement.

To approve the change, click on the Override Conflict check box and then Approve the request.

There appear to be records indicating conflicts for placements 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	School
	TC135	230702	No	Z Facility	Unit 5	Standing	2012-07-01	2012-08-15							D8	Group	8	24	Assigned	Z School
This record →	TC135	230777	No	Z Facility	Unit 5	Standing	2012-07-01	2012-08-05							D8	Group	8	24	Request	Z School

☒ Override Conflict for this record

	Request	Assigned Placement	Edit...
Clinical Facility	<p>* required.</p> <p>Facility * <i>i</i> Z Facility</p> <p>Unit * <i>i</i> Unit 5 (DEU)</p>	<p>Z Facility</p> <p>Unit 5 (DEU)</p>	
School	<p>School <i>i</i> Z School</p> <p>Standing School <i>i</i> Z School</p> <p>Program <i>i</i> Nursing</p> <p>Level <i>i</i> N: SN4</p> <p>Instructor or Course <i>i</i> Simpson</p>	<p>Z School</p> <p>Z School</p> <p>Nursing</p> <p>N: SN4</p> <p>Simpson</p>	
Dates & Times	<p>Duration <i>i</i> Standing</p> <p>Start Date * <i>i</i> 2012-07-01</p> <p>End Date * <i>i</i> 2012-08-05</p>	<p>Standing</p> <p>2012-07-01</p> <p>2012-08-15</p>	

© 2012 TCPS, All Rights Reserved

If you do not agree with the change, DENY the request.

Assigned *i* Current Status

Status *i*

☐ Open
☐ Revise and Resubmit
☒ Denied
☐ Approved
☐ Closed

Comments

Update

Dealing with Duplicate Placement Requests

There are times when two or more schools will request the same Open placement. The number of Requests for a single placement is noted on the Placement Requests screen under the Requests column and duplicate requests are listed in PCODE order.

Actions	PCode	Status	Requests	Region	Facility	Unit	Unit Type	School	Standing School
		Req			Z Fa				
	TC028	Request	2	Middle	Z Facility	Unit 1	Med/Surg	Z School 2	
	TC028	Request	2	Middle	Z Facility	Unit 1	Med/Surg	MTSU	
	TC132	Request	1	Middle	Z Facility	Unit 5	DEU	Z School	Z School
	TC145	Request	1	Middle	Z Facility	Unit 5	DEU	Z School	Z School

Click on the Update icon for either placement to review the requests. A duplicate request box will be displayed with each request listed. You may toggle between the two placements by clicking on the school name.

Home Search Placements Reports Help

Request TC028
* required.

The open placement has been requested by:

	ID	School	Created	Modified	By
This record →	229727	Z School 2	2012-06-18 11:16:28	2012-06-18 11:16:28	Pam Taylor
	229729	Middle Tennessee State University	2012-06-18 11:16:28	2012-06-18 11:16:28	Pam Taylor

Clinical Facility

Facility * Z Facility

Determine which school's request you will approve by entering the appropriate status and clicking on the Update button. You will return to the Requests Screen.

Select the remaining duplicate placement with the same PCode and Deny the placement.

Dealing with Conflicting Requests

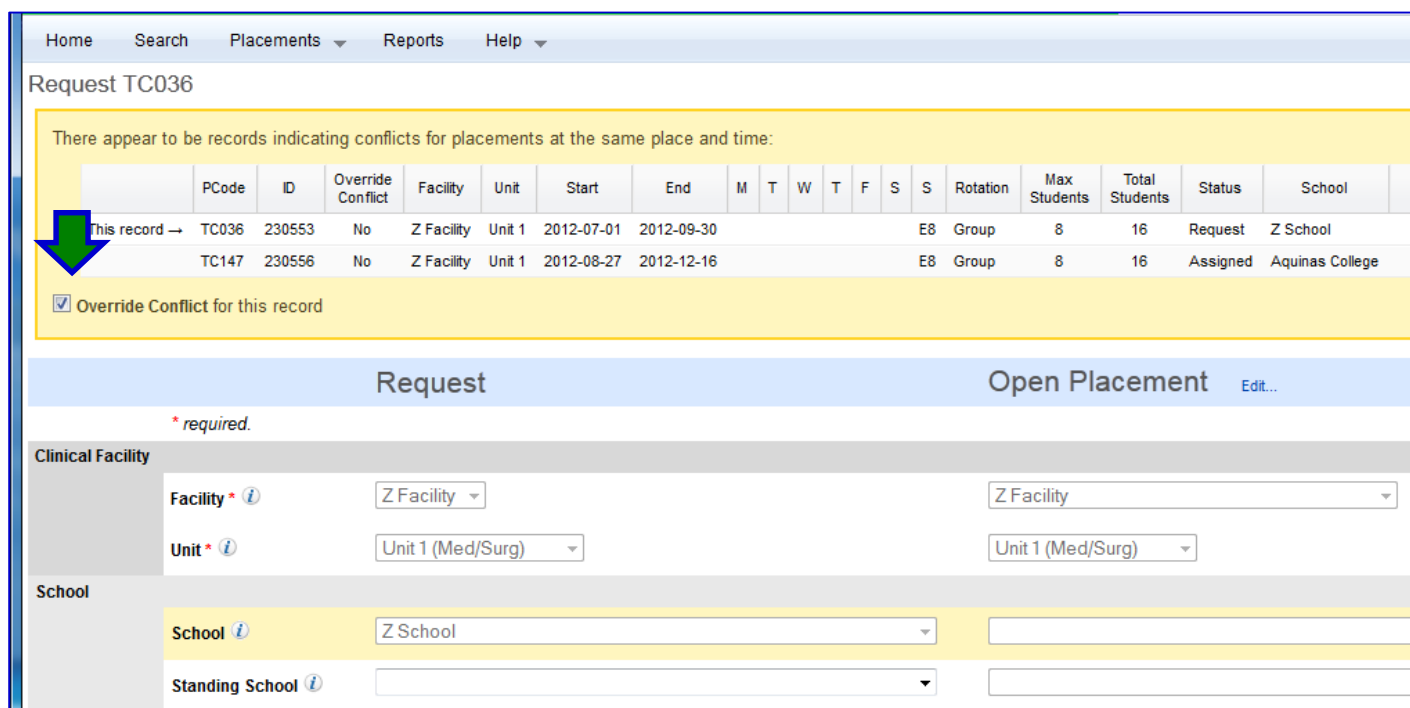
Placement conflicts are never a happy time for the facility or the school. If a placement request is entered that appears to conflict with another placement in the system, an alert will be noted in the Update Placement Screen.

A conflict is defined as the same unit, date range, and day for group, observation, and management rotations.

Leadership and Precepted placements are not monitored for conflicts due to the nature of these placements.

Similar to the Duplicate Request screen, Conflicting placements will be listed in the alert box at the top of the update request screen. You may toggle between the placements that are conflicting if you need more information than is displayed on the screen.

While the system may warn of a potential conflict, in reality the request may not be a conflict to the facility. This feature will alert you of all other potential placements that involve a particular unit on a given day. To override the conflict – you must CHECK the OVERRIDE CONFLICT checkbox prior to approving the placement!



Home Search Placements Reports Help

Request TC036

There appear to be records indicating conflicts for placements at the same place and time:

	PCode	ID	Override Conflict	Facility	Unit	Start	End	M	T	W	T	F	S	S	Rotation	Max Students	Total Students	Status	School
This record →	TC036	230553	No	Z Facility	Unit 1	2012-07-01	2012-09-30								E8 Group	8	16	Request	Z School
	TC147	230556	No	Z Facility	Unit 1	2012-08-27	2012-12-16								E8 Group	8	16	Assigned	Aquinas College

☒ Override Conflict for this record

Request Open Placement Edit...

* required.

Clinical Facility

Facility *

Unit *

School

School

Standing School

Review the changes to the OPEN placement against the Request highlighted in YELLOW to see what changes have been made and the potential conflict with the other placement(s).

You may choose to override the placement conflict by clicking on the Override Conflict box and Approve the Request. If you do not wish to override the conflict, then DENY the request. It is always helpful for schools if you can include comments as to why the request has been denied.

NOTE: When a conflict is noted and no decision is selected, but UPDATE is clicked – the request is deleted and no changes are recorded. ALWAYS make sure that a decision is chosen before selection UPDATE!

Dealing with Released Placements

When a school needs to release a Placement, you will receive a request with the duration set to RELEASE PLACEMENT. You should see the existing placement and the request so you may compare information. Standing Placements will by default only be released for the current term.

The screenshot shows a web interface with a sidebar on the left containing the word 'mes'. The main content area has a yellow header bar with a dropdown menu set to 'Release Placement'. Below this, there are four fields: 'Duration' (with an info icon), 'Start Date' (with an asterisk and info icon, value: 2013-09-01), 'End Date' (with an asterisk and info icon, value: 2013-12-14), and 'Rotation' (with an asterisk and info icon, value: Group).

Based upon your preference, you may:

Open the placement for other schools to use for this term only.

- Leave the Open Original Placement Checkbox checked.
- Click on Released and Update.

Close the placement for this term only.

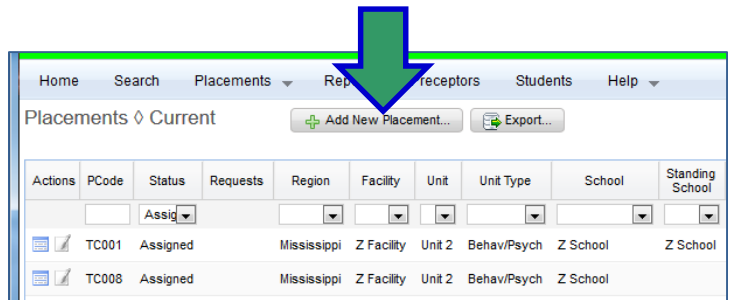
- Uncheck the OPEN Original Placement.
- Change the Status to Approved and Update.

The screenshot shows a web interface with a sidebar on the left containing the word 'mes'. The main content area has a blue header bar with a dropdown menu set to 'Release Requested' and the text 'Current Status'. Below this, there are two radio buttons: 'Released' (selected) and 'Open Original Placement' (checked). Below the 'Open Original Placement' checkbox, there is a yellow box with the text: 'If this box is checked, the original placement will be opened for other schools. If unchecked, the original placement will be closed.' Below this, there is a 'Comments' section with a text area. At the bottom, there is an 'Update' button and a log showing: 'Created 2013-09-21 14:03:40', 'Modified 2013-09-21 14:03:40 by School Train', and 'Released 2013-09-21 14:03:40 by School Train'.

If the school has permanently released the placement, the Standing School will be blank

Adding New Placements

To add new placements there are two choices: entering placements individually or via an Excel upload by the Site Administrator.



1. To add 5 or less placements, it is usually more efficient to use the Add New Placement button and enter the placement data via the placement data form.

2. To add >5 placements, it is usually more efficient to use a placement grid in Excel to enter the data since redundant data may be easily copied. A New Placement grid is available in the HELP Documents or available from the Site Administrator.

There are instructions within the Spreadsheet to guide your data entry. Submit your completed file to the Site Administrator for upload.



Closing & Opening Placements

From time to time it becomes necessary to close a placement opportunity due to staffing, renovation, census fluctuations, etc.

1. Search for the placement(s) that you need to close.
2. Update the placement using the Update Icon in the Action Column
3. **If the placement is assigned to a school, please call the school and discuss options that may be available.**
4. Change the Status to CLOSED.
5. Enter the reason for closing in the comments box
6. Click on Update.
7. The placement can now be viewed under CLOSED Placements.

The screenshot shows the 'Update' form for a placement with PCode TC007. The 'Status' dropdown is set to 'Open', and the 'Comments' box contains the text 'staffing'. The 'Update' button is visible at the bottom.

When it is time to re-open a Closed placement:

1. Click on your CLOSED Placements from the Home page.
2. Update the placement using the Update Icon in the Action Column
3. If the placement was assigned to a school, please call the school and alert them that the placement is now available again to determine if it should be re-assigned to the school – OR - Opened for requests.
 - a. Change the Status to APPROVED to assign it back to a school.
 - b. Change the Status to OPEN to re-open the placement for requests.
4. Remove any comments that no longer pertain to the placement.
5. Click on Update.
6. The placement can now be viewed under Approved or OPEN Placements.

The screenshot shows the 'Update' form for a placement. The 'Status' dropdown is set to 'Approved', and the 'Comments' box is empty. The 'Update' button is visible at the bottom.

The screenshot shows the 'Update' form for a placement. The 'Status' dropdown is set to 'Open', and the 'Comments' box is empty. The 'Update' button is visible at the bottom.

If you have more than 10 placements to close/open at any one time, contact the Site Administrator to have them closed in bulk. You will need the PCodes of each placement that should be closed/opened.