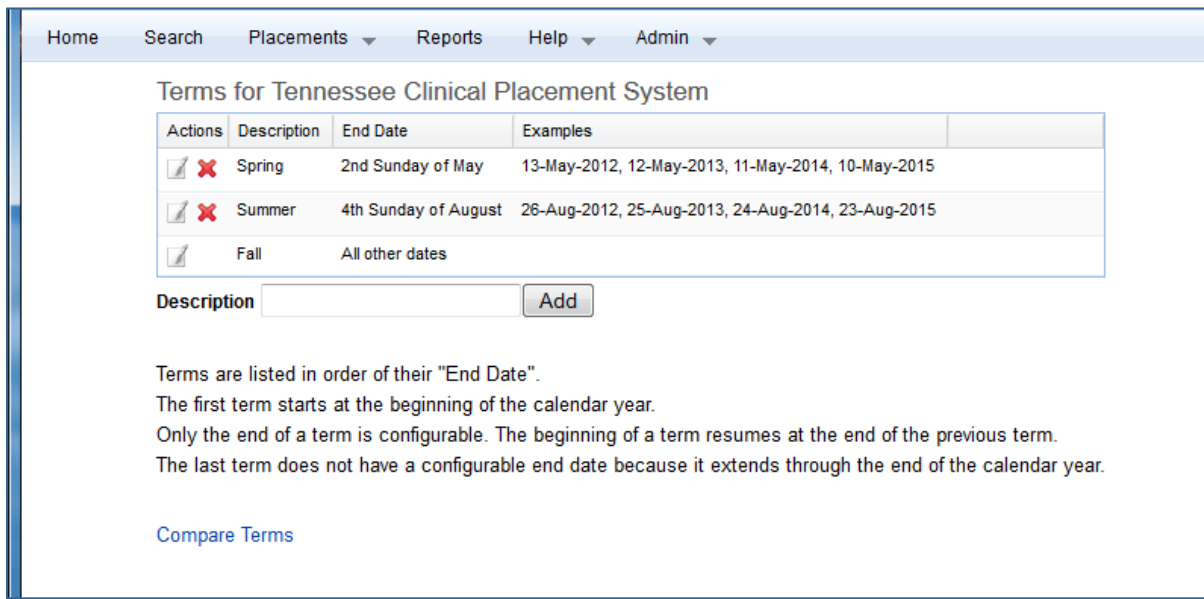


School Users – PlacementPro User’s Manual Version 2.1

School Workflow

Setting Terms

The basic terms (Spring, Summer & Fall) are set at the system level by the Site Administrator.



Home Search Placements Reports Help Admin

Terms for Tennessee Clinical Placement System

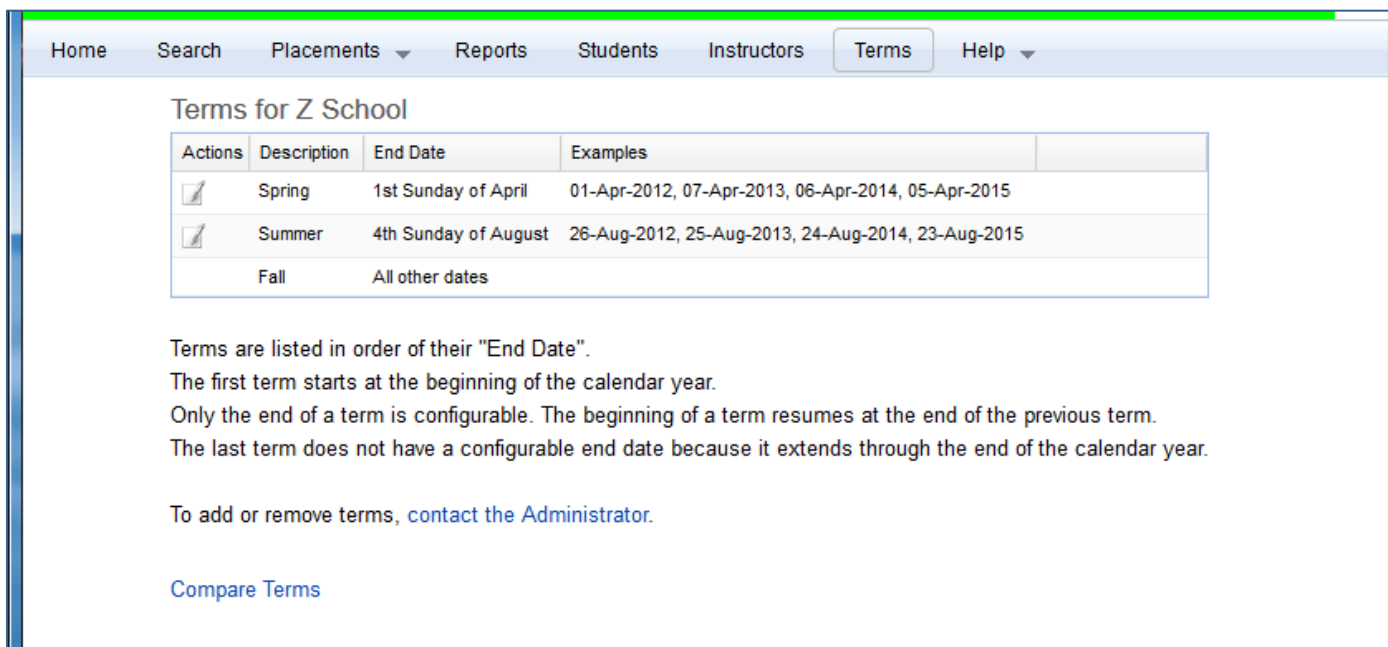
Actions	Description	End Date	Examples
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Spring	2nd Sunday of May	13-May-2012, 12-May-2013, 11-May-2014, 10-May-2015
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Summer	4th Sunday of August	26-Aug-2012, 25-Aug-2013, 24-Aug-2014, 23-Aug-2015
<input checked="" type="checkbox"/>	Fall	All other dates	

Description

Terms are listed in order of their "End Date".
 The first term starts at the beginning of the calendar year.
 Only the end of a term is configurable. The beginning of a term resumes at the end of the previous term.
 The last term does not have a configurable end date because it extends through the end of the calendar year.

[Compare Terms](#)

Schools now have the ability to enter their term dates to improve their search strategies. Use the TERMS button to set your school’s terms based upon academic calendar. **If you do not set specific terms for your school, your terms will default to the system level terms.**



Home Search Placements Reports Students Instructors **Terms** Help

Terms for Z School

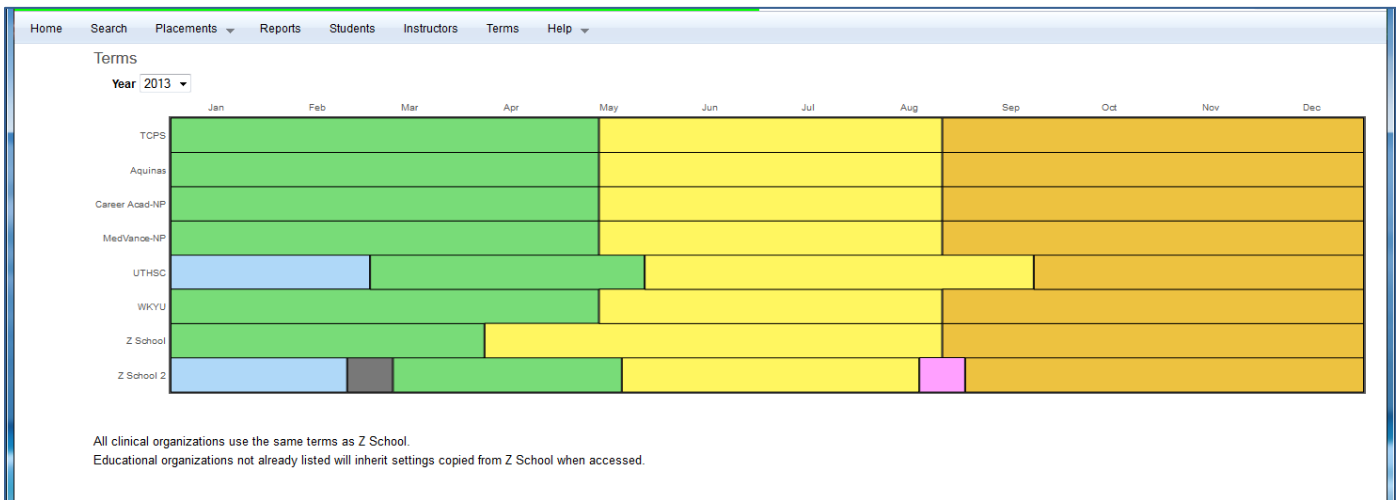
Actions	Description	End Date	Examples
<input type="checkbox"/>	Spring	1st Sunday of April	01-Apr-2012, 07-Apr-2013, 06-Apr-2014, 05-Apr-2015
<input type="checkbox"/>	Summer	4th Sunday of August	26-Aug-2012, 25-Aug-2013, 24-Aug-2014, 23-Aug-2015
	Fall	All other dates	

Terms are listed in order of their "End Date".
 The first term starts at the beginning of the calendar year.
 Only the end of a term is configurable. The beginning of a term resumes at the end of the previous term.
 The last term does not have a configurable end date because it extends through the end of the calendar year.

To add or remove terms, [contact the Administrator](#).

[Compare Terms](#)

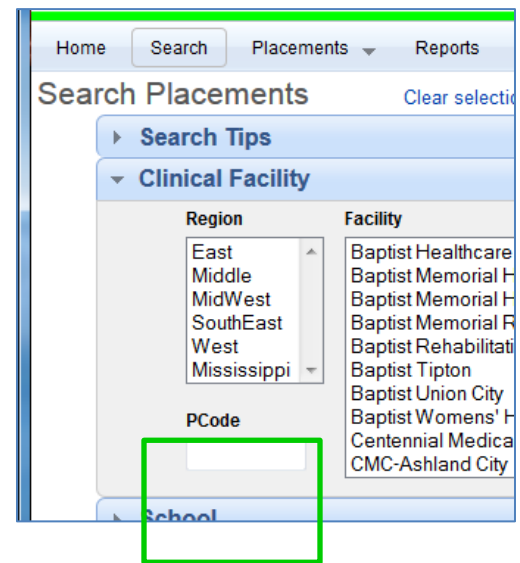
You can also use the Compare Terms Link to see how your terms flow compared to other schools.



Finding a Specific Placement

If you know the PCode of a particular placement – such as when a Partner or Instructor has searched for a placement and needs it to be requested – enter it in the PCode box just under Region on the Search screen.

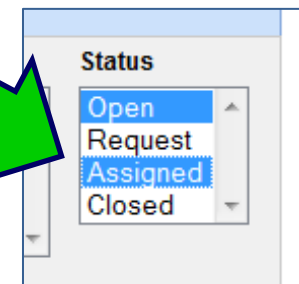
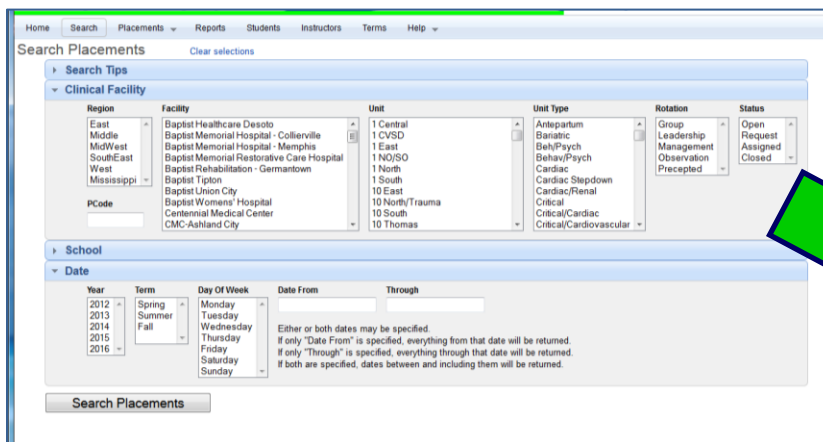
Click on Search Placements to find the specific placement in the database. Follow the instructions for Requesting a Placement below.



Finding an OPEN placement

Always SEARCH FIRST! Search the database for all placements **OPEN & ASSIGNED** to verify that the placement opportunity that you want is not already assigned to another school or otherwise not available in the system.

Remember to multi-select, hold down the Ctrl key while selecting placements with these types of statuses.



If you find an OPEN placement that will meet your needs based upon facility, unit day of the week, date range and shift, you may request the placement. It is always a good idea to check to make sure that the placement you are seeking is not already assigned to another school. **Proceed with Requesting an OPEN Placement.**

Search Results

If the placement you need does not exist or is not assigned to another school in the database, then proceed with **Requesting a NEW Placement.**

Requesting an OPEN Placement

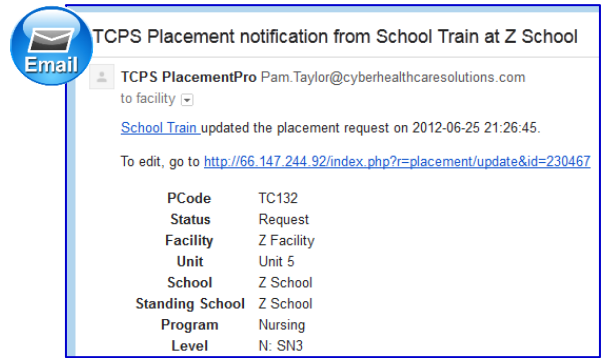
1. Click on the UPDATE icon in the Action Column of the OPEN placement you want to request.
2. To request the placement, complete the Request screen with the missing data: Level, Instructor or Course, Duration, Start Date, End Date, Time on Unit, Total Students and Precepted Hours if appropriate for the type of placement.
3. Note the required parameters and helps within the form to guide your entries.

- ✓ Under DURATION, select if you need the placement for 1 Term OR if you would like to REQUEST STANDING status to be considered. The facility will update the request with their decision related to duration.

- ✓ START Dates are always the MONDAY of the week your clinical rotation will begin.
- ✓ STOP Dates are always the SUNDAY following your last clinical day of the placement.
- ✓ You may review and/or edit your request using the HOME screen's Current Requests Link.

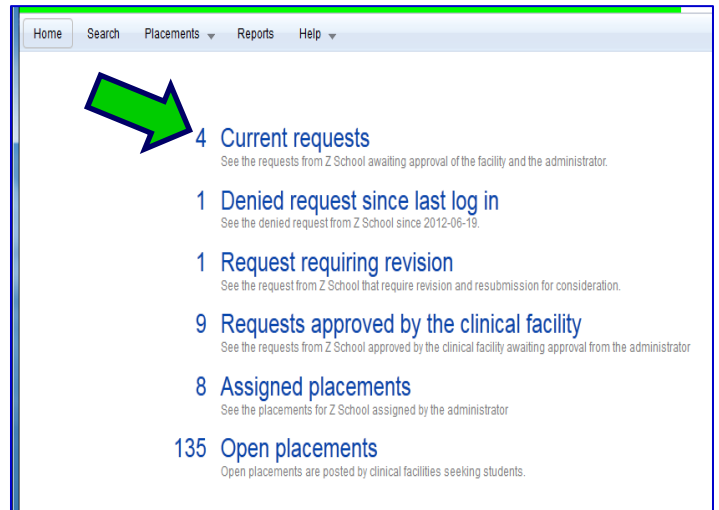
4. Click on the Request This Placement button at the bottom of the form to submit your request.

When you submit your request, the **facility** will receive an email to alert them of your request. When decisions are made by the facility, you will be sent an email to alert you of the decision. It is an automated email that will come from TCPS PlacementPro. Please **DO NO REPLY** since inbound messages are not monitored. If you have questions, contact the facility directly.



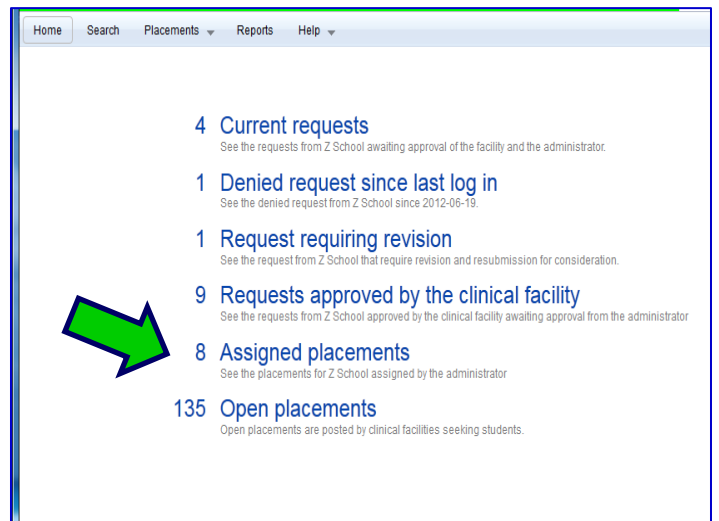
You may also review & monitor your requests by returning to the HOME page.

- All pending requests will be listed under CURRENT Requests! Should you need to update the request or delete it, you may do so from this screen until the facility has either approved or denied the placement.
- Requests that have been denied since your last login.
- Any requests that have been returned for revision.
- Requests that have been approved by the facility will be listed in this category until the Site Administrator completes the final step and assigns the placement in the system. This will generally occur within 1 working day following the facility's approval.



Reviewing Currently Assigned Placements

From the HOME page, click on Assigned Placements to view all placements that are currently assigned to your school.



Note that you may sort assigned placements based upon a variety of filters and also export the placements to Excel if needed. (See Exporting Data to Excel for instructions!)

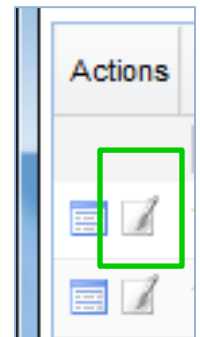
Actions	PCode	Status	Requests	Region	Unit Type	Standing	School	Instructor	Start Date	End Date	Expired	Rotation	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Time On Unit	Precepted Hours	Students	Max	C
	TC131	Assigned		Middle	DEU	Standing	Z School	Nursing N: SN2 Gentry	2012-07-01	2012-08-26		Group										24	8	test fr
	TC130	Assigned		Middle	DEU	Standing	Z School	Nursing N: SN2 Gentry	2012-06-25	2012-08-15		Group										24	8	Updat
	TC146	Assigned		Middle	Z Facility	Management	Z School	Nursing N: SN1 Jones	2012-07-16	2012-07-29		Management	D/E8	D/E8								8	4	test fr
	TC009	Assigned		Middle	Z Facility	BehavPsych	Z School	Nursing N: SN1 Blake	2012-07-01	2012-08-15		Group										8	8	
	TC133	Assigned		Middle	DEU	Standing	Z School	Nursing N: SN3 Clark	2012-07-01	2012-08-15		Group										24	8	
	TC134	Assigned		Middle	DEU	Standing	Z School	Nursing N: SN4 Simpson	2012-07-01	2012-08-15		Group										24	8	
	TC135	Assigned		Middle	DEU	Standing	Z School	Nursing N: SN4 Simpson	2012-07-01	2012-08-15		Group										24	8	
	TC136	Assigned		Middle	DEU	Standing	Z School	Nursing N: SN4 Simpson	2012-07-01	2012-08-15		Group										24	8	

Updating an Assigned Placement

If you need to update a placement such as to add a different instructor, update the total number of students, etc., click on the update icon in the Action column of the Assigned Placement you need to edit.

Use the form to update the information as needed.

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

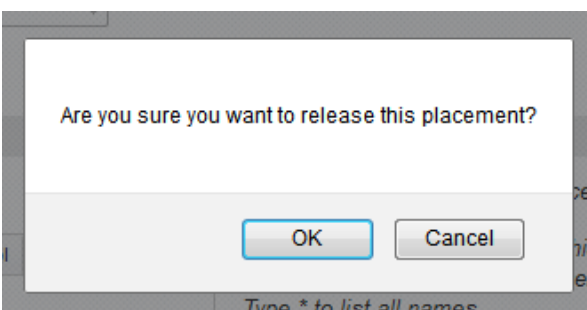


Keeping your placement data accurate is important for the reporting components of TCPS PlacementPro!

Releasing a Placement

If you need to release a placement, click on the Update Icon of the placement.

1. Click on the "Release this Placement" link located next to the PCode.
2. In the Popup box, click on OK if your intentions are to release the placement.



	James	Lee	Roberts	S234589	Z School	TC008
	Nancy	Ruth	Savell	M789258	Z School	TC008
	Jackson	Hunter	Taylor	X123456	Z School	TC008

Name Add

Total Students * Total number students

Max Students Maximum number of st

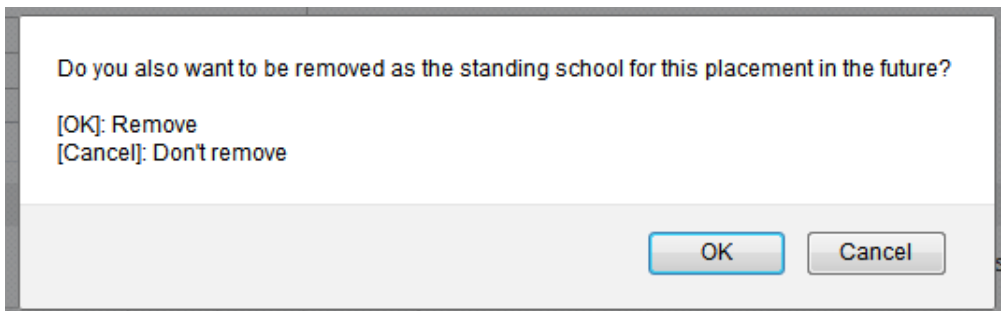
PCode **Release this placement...** Placement code assign

Status

Comments

Update

3. If this is a Standing Placement, a second popup box will appear.
 - a. Click on Cancel if this is a temporary release for this term only. Standing Status will be held in the system and reassigned for the next comparable term to the school that has released the placement unless the Standing Placement is permanently released. Changes in facility policy or unit availability can alter Standing Placement availability.
 - b. Click on OK in the second popup window to indicate that your school should be removed from Standing School for a permanent release.

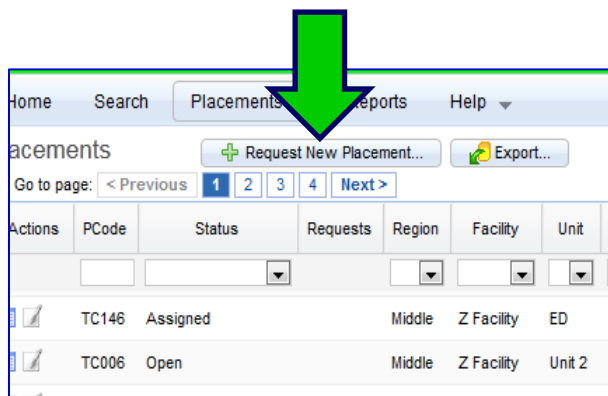


Your school will continue to show this as an assigned placement until the facility acknowledges the release request.

Requesting an New Placement

If your search did not result in an OPEN placement that met your needs –AND the placement is not already ASSIGNED to another school, you will need to Request a New Placement.

1. Click on the Request a New Placement Link at the top of the Placements Screen.
2. Enter the requested Placement Information into the Request Form. Note the required parameters and helps within the form to guide your entries.



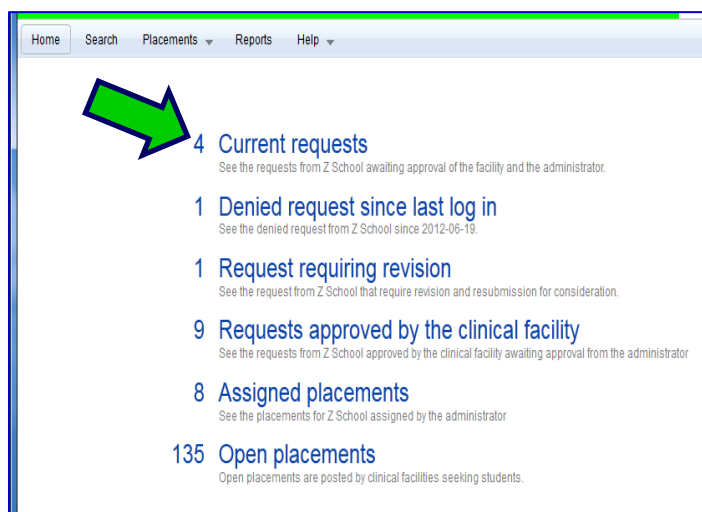
School	
School <i>i</i>	Z School
Standing School <i>i</i>	<input type="text"/> <i>A placement is permanently reserved for a standing school.</i>
Program <i>i</i>	Nursing
Level <i>i</i>	<input type="text"/> <i>Blank is the same as "Not Specified"</i>
Instructor or Course <i>i</i>	<input type="text"/>
Dates & Times	
Duration <i>i</i>	1 Term <i>Leave Duration blank for "Open" placements.</i>
Start Date <i>i</i>	2013-09-02 <i>Monday of the first clinical day. The "Term" (semester) and "Year" of a placement are determined by the Start Date.</i>
End Date <i>i</i>	2013-12-14 <i>Sunday following the last clinical day.</i>

- ✓ Under DURATION, select if you need the placement for 1 Term OR if you would like to REQUEST STANDING status to be considered. The facility will update the request with their decision related to duration.

- ✓ START Dates are always the MONDAY of the week your clinical rotation will begin.
- ✓ STOP Dates are always the SUNDAY following your last clinical day of the placement.
- ✓ You may review and/or edit your request using the HOME screen's Current Requests Link.

3. Click on the Request This Placement button at the bottom of the form to submit your request.

4. Click on Submit the Request. You may then view your request from your HOME page. An email has been sent to the facility to alert them of your request.



Tracking Placement Requests

The HOME Page provides you with an opportunity to track all request and placement activity.

In addition, when a facility makes a decision about a request, you will receive an automated email from TCPS PlacementPro to provide you with information related to the decision.

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!

