ASCENSION WISCONSIN HEALTHCARE

ESCPP User Manual
for School Coordinators

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Using the ESCPP Database

Getting Started

How to logon

Go to the ESCPP Login page.

http://studentclinicals.wfhc.org/web/Login.aspx
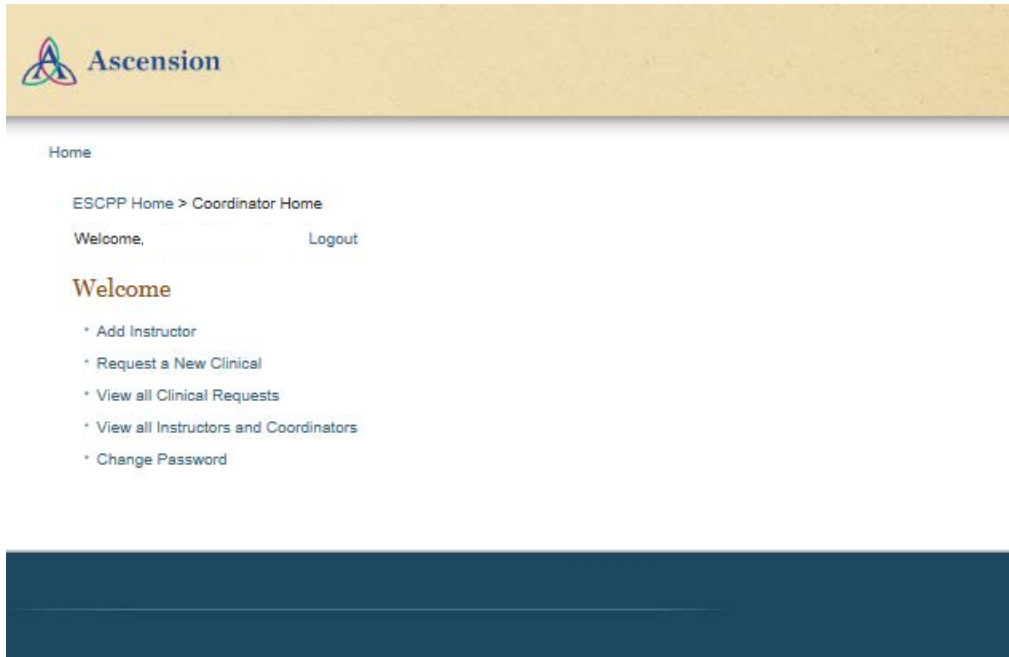
Enter your assigned User Name and Password, and then click **Log In**.
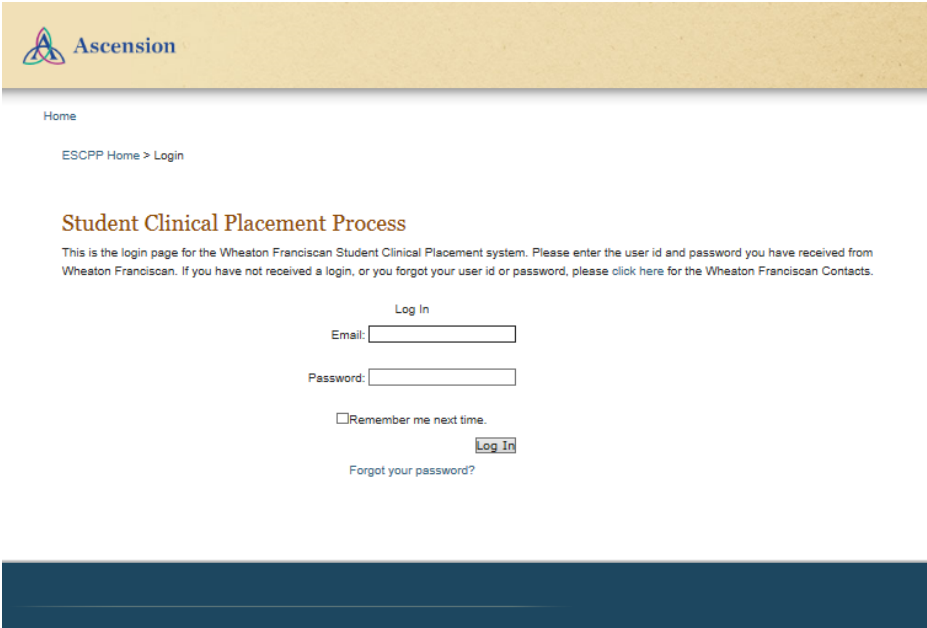
Review the School Coordinator Home Page

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

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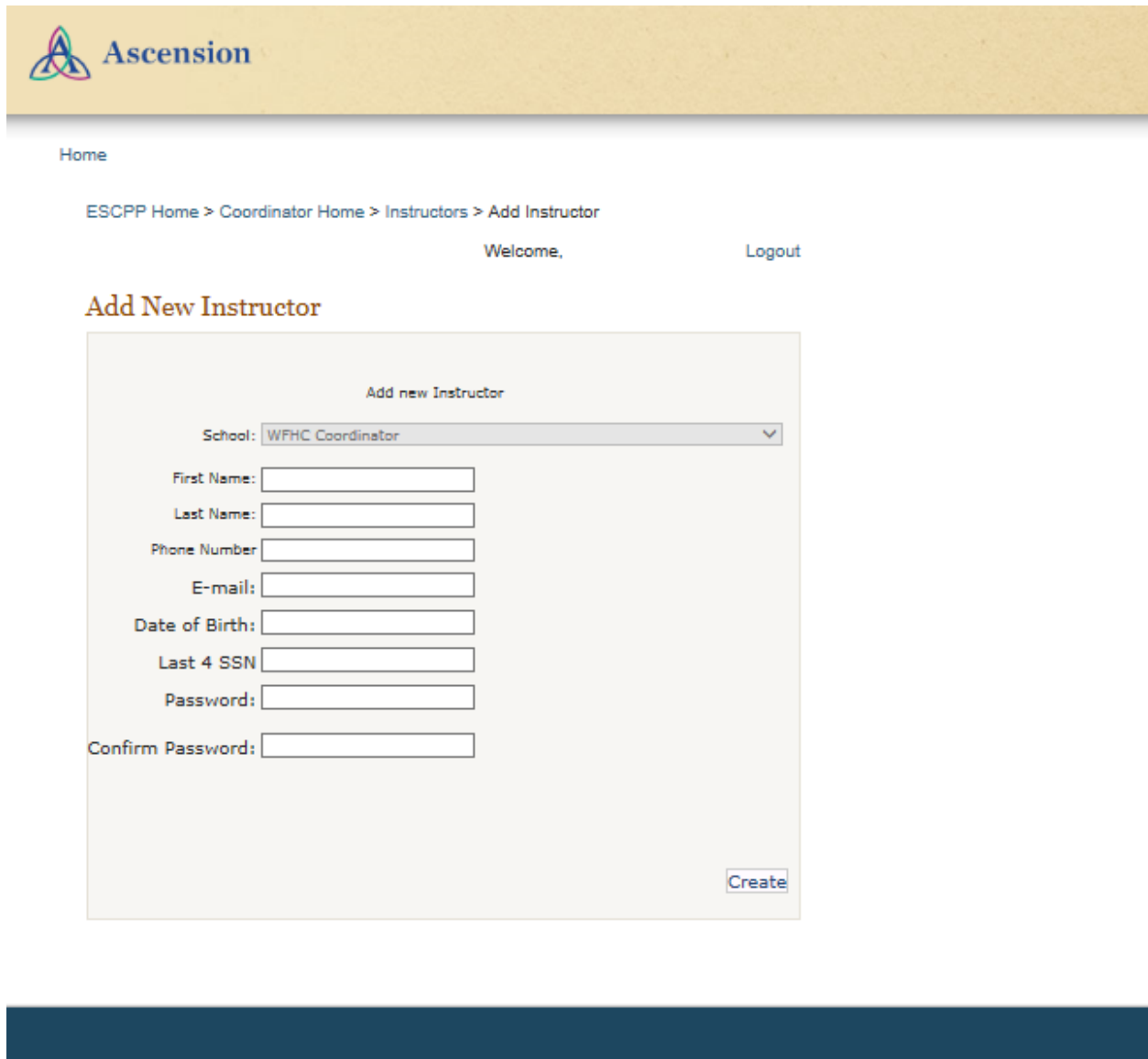- **Change Password**

How to add an instructor
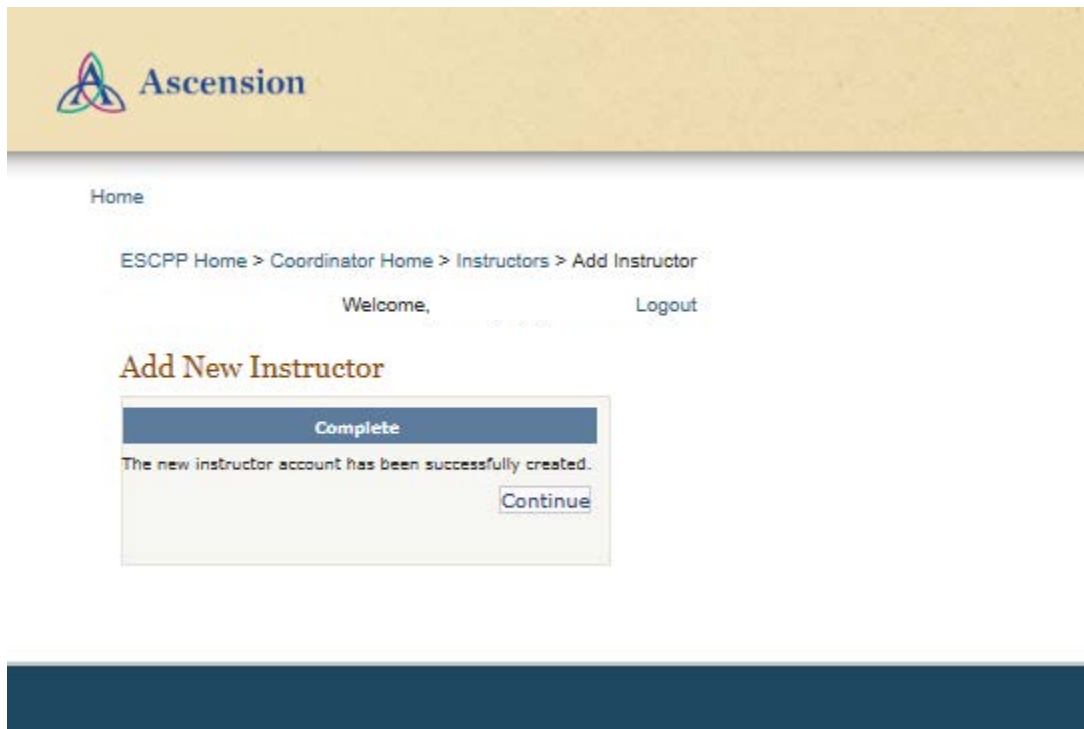
On the home page, click **Add Instructor**.

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

Enter the instructor information in the text fields, and then click **Create**.

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

Ascension

Home

ESCPP Home > Coordinator Home > Instructors > Add Instructor

Welcome,   Logout

Add New Instructor

Complete
The new instructor account has been successfully created.
Continue

Creating and Managing Clinical Requests

How to Submit a Clinical Request

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

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

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

completed the form, click **Submit**.

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

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

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: Any
Instructor: Any
Coordinator: Any

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

View the Details of a Clinical Request

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

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

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

Check the Status of a Clinical Request

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

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

Edit a Clinical Request

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

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

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

Cancel a Clinical Request

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

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

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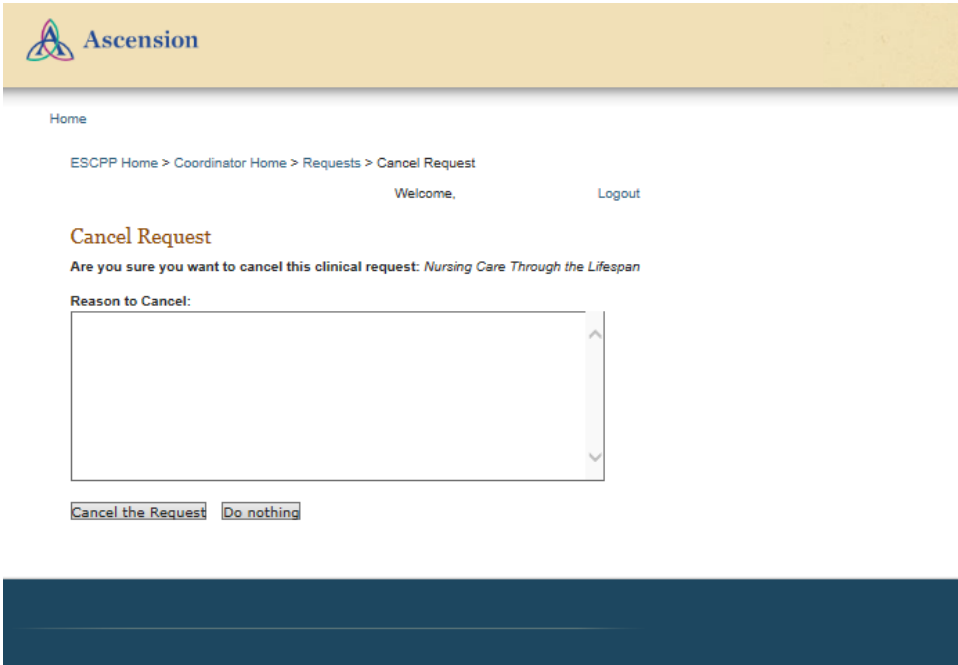
Click **OK** to confirm the cancellation.
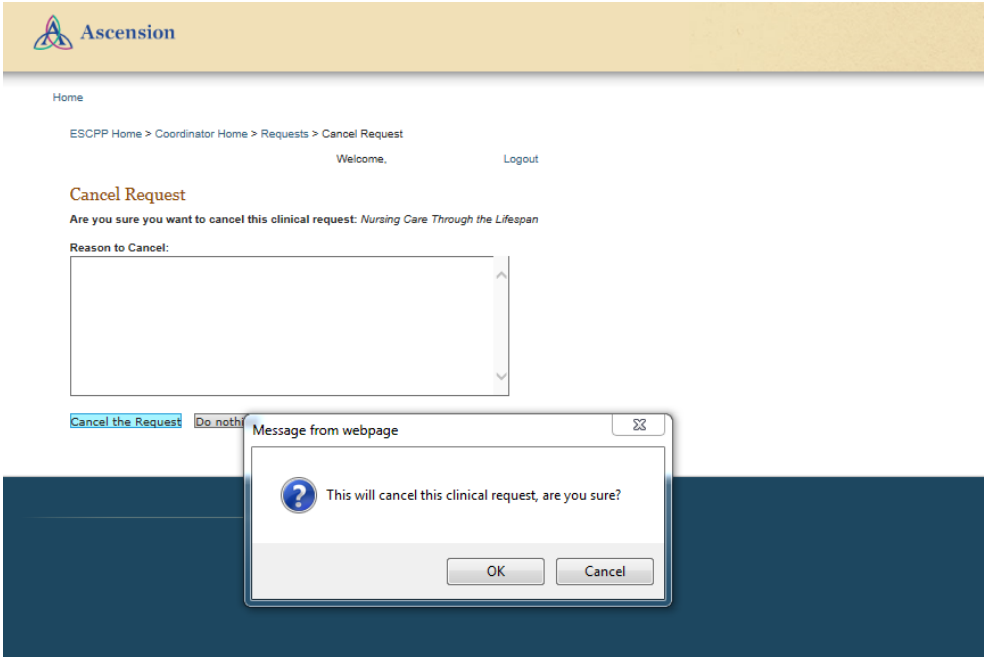
On the **Clinical Request Details** page, the **Status** of this request is now **Cancelled**.

Add Students to a Clinical Request

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

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

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

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

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

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

Tracking and Recording Compliance Requirements

Verify Background Checks and Health Requirements

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

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

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

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

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

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

Send Out the Orientation Request Email

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

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

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

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

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

For Instructors:

For Students:

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

Confirm if a Student has Completed Orientation

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

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

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

Confirm if an Instructor has Completed Orientation

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

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

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

Notify Ascension that Confirmations are Complete

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

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