



Student clinical experiences are a critical part of the development of competent and skilled healthcare providers. Ascension WI takes its role in providing clinical opportunities to students seriously and aims to provide high quality experiences. This guide was developed to provide clinical instructors with information that outlines and explains the placement process in addition to providing general resources that you can use to support your students throughout the clinical process.

Additional information and resources can be found on the Student Placement Website:

<http://wisconsinmeded.org/en/nursing-and-allied-health-professions>

Important Websites

[Student Clinical Placement Website](#)

[Student Clinical Placement Database](#) (ESCPP) – Open in Internet Explorer

EHR Assistance

Once EHR information is received, any EHR password related questions or concerns regarding applications should be addressed by calling the helplines for the IS Departments within the individual region:

Ascension North/Central (Legacy Ministry and Affinity Sites) - (920) 628-9400 or Toll-free 877-640-1416

Ascension Columbia St. Mary's – 414-326-2400

Ascension Wheaton Franciscan – 844-587-HELP

Using the Electronic Student Clinical Placement Process Database

Login Process

- Obtain your login / password ID/ database link from your school coordinator.
- Link to the login landing page: <https://studentclinicals.wfhc.org/web/login.aspx> – Open in Internet Explorer

Verification of Instructor's Annual Orientation Completion

- Follow the link to "confirm completion" of materials as located on your respective legacy orientation page or visit this link: <https://studentclinicals.wfhc.org/web/login.aspx> – Open in Internet Explorer
- Login as instructed above utilizing the login information provided by your school coordinator.
- Select "Orientation Confirmation" from the menu. Check the box and click "I Agree."

Check Student's / Instructor's Status

- From the home page, click on "**View My Clinical Request History**" and select the appropriate request.
- Choose "**Confirm Student Status**" or "**Confirm Instructor Status**".
 - On this screen, you will be able to see if the student/instructor completed their online orientation, indicated by a green checkmark under the Orientation column.
 - Troubleshooting – If a student reports an error message when trying to complete/verify their orientation, contact the AW Coordinator for assistance.

Please Note: If the online orientation has not been completed, the student and/or instructor will not be allowed on the unit or given EHR access information.

Online Orientation Materials

All students and instructors must complete an online orientation consisting of a series of modules. This training must be completed on an annual basis (based on the calendar year) and is specific to the legacy system for each site. IS access will not be requested/released to the instructor until the entire clinical group has completed their orientation. Instructors can review their group's orientation completion status at any time by logging into the ESCPP database.

Student Orientation Website:

<http://wisconsinmeded.org/nursing-and-allied-health-professions/student-orientation-and-requirements>

Instructor Orientation Websites:

<http://wisconsinmeded.org/nursing-and-allied-health-professions/instructor-requirements-and-resources>



Scheduling Computer Labs

Ascension North/Central (Legacy Ministry and Affinity Sites)

Please contact school coordinator for instructions.

Ascension Columbia St Mary's

CSM – Milwaukee: Contact Kayla Sell at Kayla.Sell@ascension.org

CSM – Ozaukee: Contact Liz Lechner, Elizabeth.Lechner@ascension.org

Ascension Wheaton Franciscan

Milwaukee Locations

Elmbrook - Barbara Lewis: 262-785-2121

St. Joseph - Deb Adams: 414-447-2832

St. Francis and Franklin - Ann Boonnam: 414-647-5145

Racine Locations (All Saint's)

St. Luke's Health Pavilion (SLHP) Education Classroom/Lab - Glennys Winsel: 262-687-4461

West Professional Office Building (WPOB) A and B Computer Classrooms - Kelly Johnson: 262-687-4857

Conducting a Site Visit

New clinical instructors should contact the unit manager or designee to arrange a meeting to discuss the clinical objectives and clinical logistics. New instructors, prior to the start of their clinical, are required to shadow on the unit to ensure familiarity with unit processes and practices.

Badges

Whenever you are on facility grounds, you and your students will wear your school name badges which include your name, school, and title. If you will need access to certain locked departments, storage, etc., please work with the department manager or designee and the individual site's security to obtain a site-specific identification badge.

Department Checklists

Department checklists should be printed and brought to the first clinical and completed at the beginning of the clinical experience. Completed forms should be promptly forwarded to the school clinical coordinator.

Sites of Care/Location Finders

To review hospitals, clinics, or providers that are a part of Ascension WI, use the following "Find a Provider" or "Find a Location" search functions:

Ascension North/Central (Legacy [Ministry](#) and [Affinity](#) Sites)

[Ascension Columbia St. Mary's](#)

[Ascension Wheaton Franciscan](#)

Contact Us

Connect to the correct AW Coordinator for questions or assistance:

Ascension North/Central (Legacy Ministry and Affinity Sites)

Monica Erdmann, monica.erdmann@ascension.org, 414-465-3738

Ascension Columbia St. Mary's

Kayla Sell, kayla.sell@ascension.org, 414-465-3189

Ascension Wheaton Franciscan – St. Joseph Campus

Kayla Sell, kayla.sell@ascension.org, 414-465-3189

Ascension Wheaton Franciscan – All Other Sites

Alison Van Dyk, alison.vandyk@ascension.org, 414-465-3044