



Student Placement Guide for School Coordinators

Step-by-Step Student Clinical Placement Process

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 school coordinators with information that outlines and explains the placement process in addition to providing general resources that you can use to support your students and instructors 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>

Step-by-Step Overview of the Placement Process

1. Enter your request into the database at least 8 weeks before anticipated clinical start date. (See the next page for instructions on how to enter and update requests.) <https://escpp.wisconsinmeded.org> – Open in Internet Explorer.
2. You will receive an email indicating if the request has been approved or denied. If your request has been **APPROVED**, go on to step 3.
3. Open your request and add the student/s names and demographics to the system. This must be completed at least 4 weeks before the anticipated clinical start date. **Please be sure to let the student know the email address that was used. All communications regarding orientation materials/ processes and EHR access for the student is sent using that email address.**
4. Verify the student's and instructor's information (health requirements, background check, BLS).
5. Click "Send Email" to the students and instructors which will notify them to complete the online orientation.
6. Return to Clinical Details, then Click "Notify Ascension Coordinator".
7. Be sure the clinical status is changed to "Confirmed by School". If you don't change the request status, there will be delays in requesting EHR access for students and instructors.
8. Ascension Coordinator or the preceptor will request computer access for instructor and/ or student (if needed) once online orientation materials are completed. Orientation materials should be completed at least 4 weeks before the start date of the clinical.
9. After the first day of clinical, the clinical instructor or school coordinator should collect all department checklists and confirm their completion in the original request.



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User Guide for Electronic Student Clinical Placement Process

Login Process

- Obtain your login/password ID/database link from your Ascension Wisconsin (AW) coordinator.
- Link to the login landing page: <https://escpp.wisconsinmeded.org> – Open in Internet Explorer
- Change password once you have logged in. Contact AW coordinator if you get locked out or need to reset your password.

General Information and Tips

- View all of your requests by clicking “**View all Clinical Requests**” on the home page. This will show all current and past requests you have placed.
- Make sure to select the correct “Region” and “Site” when placing requests – if you are unsure, contact the AW coordinator to confirm.

Adding Instructors

- Instructors must first be added to the system by a school coordinator prior to making a request.
- Click “**View All Instructors and Coordinators**” and then click “**Create New Instructor**”. Fill out all fields to create an instructor account.
- Provide login information and *Student Placement Guide for Clinical Instructors* document to instructor.

Creating a New Clinical Request

- From the home page, click on “**Request a New Clinical**”.
- On the “Clinical Request Form” enter the information in the text fields.
- **Start and end dates must be accurate. Computer access will be based on the dates entered.**
- Add the instructor to the clinical using the drop down selection box. If you do not know who the instructor will be, please select **TBD** – you must return to the request and enter the instructor at a later date.
 - Instructor information is only needed if they will be on site with students and need EHR access
- If a placement is prearranged, please list student name in the comment box for faster approval.
- When you have completed the form, click “**Submit**”

Adding & Confirming Students / Instructors Information to an approved Clinical Request

- Once a request has been approved, you need to add and confirm the student and instructor information.
- From the home page, click on “**View all Clinical Requests**” and select the appropriate request.
- Click “**Add Students to this clinical**”, enter the student’s information and then click “**Add Student**”.
- **Please be sure that student names and emails are accurate** (Errors will result in the system not recognizing them and EHR access will be incorrect and delayed).
- To confirm the student – Select “**0% Complete**” in the table, under “**Online Confirmation Status**”. Check each box that pertains and is accurate to the student/instructor then click “**Submit**”.
 - If there is a positive criminal background check found, please email a copy of the BID form and background check results to the AW coordinator for review at least 4 weeks prior to the start date.
 - The online orientation materials are completed by the individual.
- Once confirmed, click the “**Send Email**” button. This generates an email to the individual with information on completing the orientation materials. Once sent, a green checkmark will appear.
- Once the instructor/student information has been verified, click “**Return to the Clinical Request Details**”. Then click on “**Notify Ascension Coordinator**” This will change the status of the request to “Confirmed by School” – this also sends an email that notifies the AW coordinator that compliance is met and EHR access can be requested.

Actions for this Clinical Request

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

Check Student’s / Instructor’s Status

- From the home page, click on “**View all Clinical Requests**” 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.



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Additional Resources

We have compiled frequently used resources by our school coordinators and included them below.

Important Websites

General Websites:

[Student Clinical Placement Website](#)

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

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>

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 – 920-628-9400 or Toll-free 877-640-1416

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

Ascension Wheaton Franciscan – 844-587-HELP

Sites of Care/Location Finders

To review hospitals, clinics, or providers that are a part of Ascension WI, use the "[Find a Provider](#)" search function.

Contact Us

Connect to the correct AW Coordinator for questions or assistance:

Ascension North - Fox Valley

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, Elmbrook Memorial

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

Ascension Wheaton Franciscan – St. Francis, Franklin, All Saints Hospitals

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