



Student Placement Guide for Clinical Instructors

Student Clinical Placement Information & Resources

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.

Important Websites

Main Student Placement Website - [Student Clinical Placement Website](#)

Clinical Request Database - [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. Please be sure to get a ticket/incident number if follow up is needed.

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

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://escpp.wisconsinmeded.org> – Open in Internet Explorer

Verification of Instructor's Annual Orientation

- Follow the link to “confirm completion” of materials as located on the [Instructor Orientation](#) page.
- After following the link on step 5, login as instructed above.
- 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 at least 4 weeks before the listed start date. 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>



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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](#)".

Common Instructor Questions and Issues

How can I tell if my students have completed orientation?

Please review the instructors listed under "*Check Student's / Instructor's Status*" above.

Why don't I have my group's access yet?

Computer access will only be requested after the entire group has met all requirements, including orientation completion. After request, processing times can vary from 10 - 15 business days depending on volume. Your AW coordinator will forward the completed access by email.

My student says they have completed orientation but are not showing up as complete. Why is that?

There are two likely scenarios: 1) The student only completed Steps 1 and 2 and failed to complete the remaining steps, or 2) their name or email was entered incorrectly and the system is not recognizing them (for Step 5). Review their information in the system and confirm the student is following all instructions.

How do I get Pyxis access?

Pyxis access is requested as part of the instructor template. Students are not given Pyxis access.

How can I ensure a smooth start to my clinical placement?

- Verify that the start and end dates listed in the database are correct.
- Verify the student roster is complete and correct.
- Monitor student compliance with orientation requirements and address issues ahead of time.
- Stay in contact with the unit manager or designee so they are aware of updates or changes.

Contact Us

Connect to the correct AW Coordinator for questions or assistance:

Ascension North - Fox Valley

Monica Erdmann, monica.erdmann@ascension.org

Ascension Columbia St. Mary's

Kayla Sell, kayla.sell@ascension.org

Ascension Wheaton Franciscan – St. Joseph Campus, Elmbrook Memorial

Kayla Sell, kayla.sell@ascension.org

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

Alison Van Dyk, alison.vandyk@ascension.org