

ASCENSION WISCONSIN

# ESCPP User Manual for School Coordinators

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Ascension Wisconsin  
4300 W. Brown Deer Road  
Brown Deer, WI 53233

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# Using the ESCPP Database

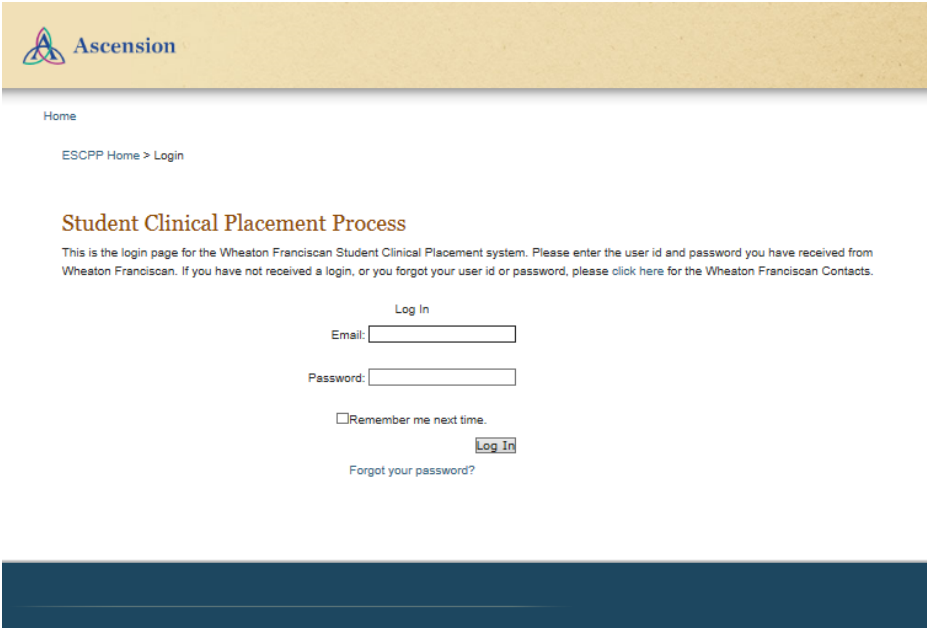
## Getting Started

### How to logon

Go to the ESCPP Login page.

<https://escpp.wisconsinmeded.org>

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

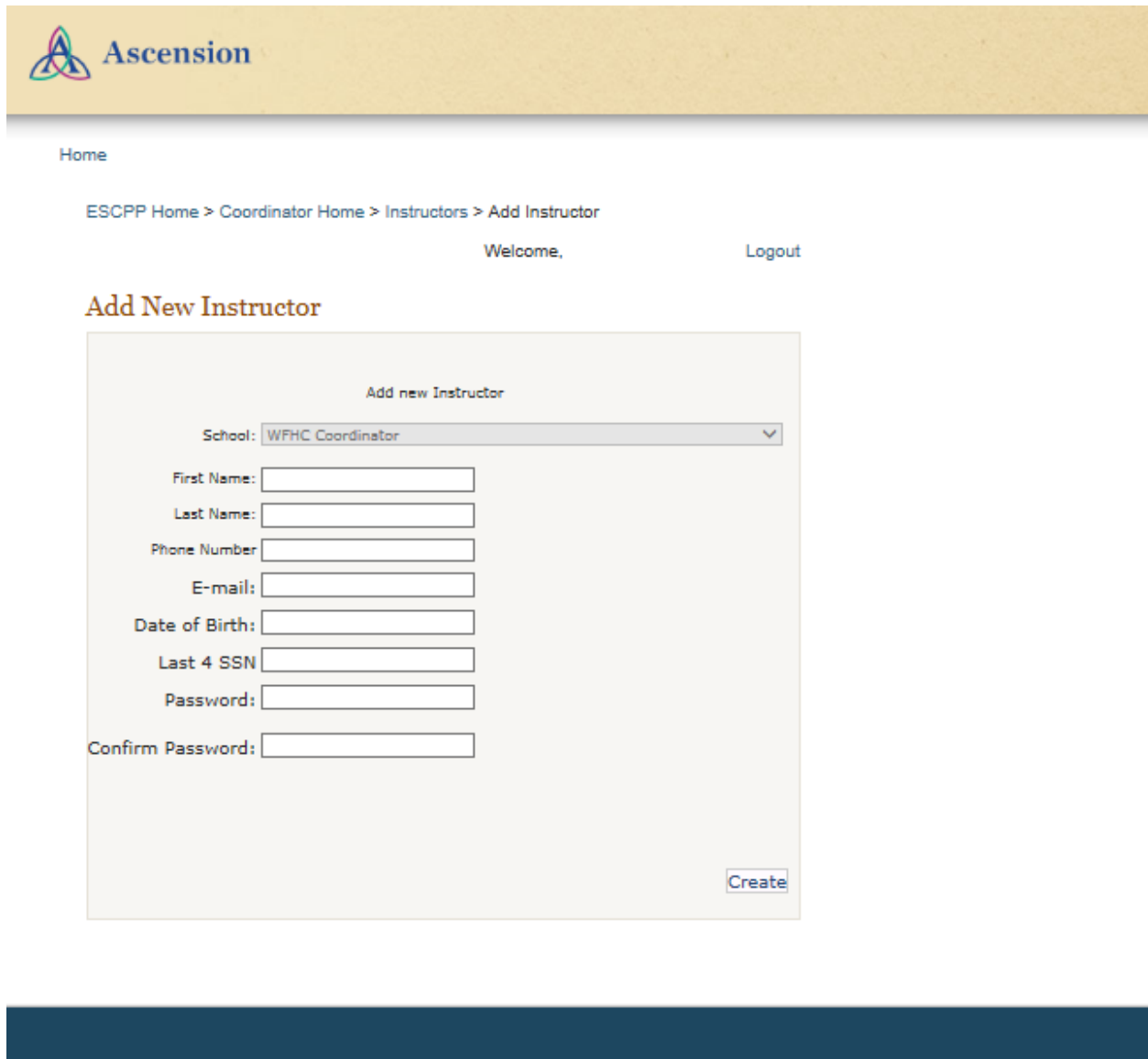


## How to add an instructor

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.



Home

ESCPP Home > Coordinator Home > Instructors > Add Instructor

Welcome, [Logout](#)

### Add New Instructor

Add new Instructor

School:

First Name:

Last Name:

Phone Number

E-mail:

Date of Birth:

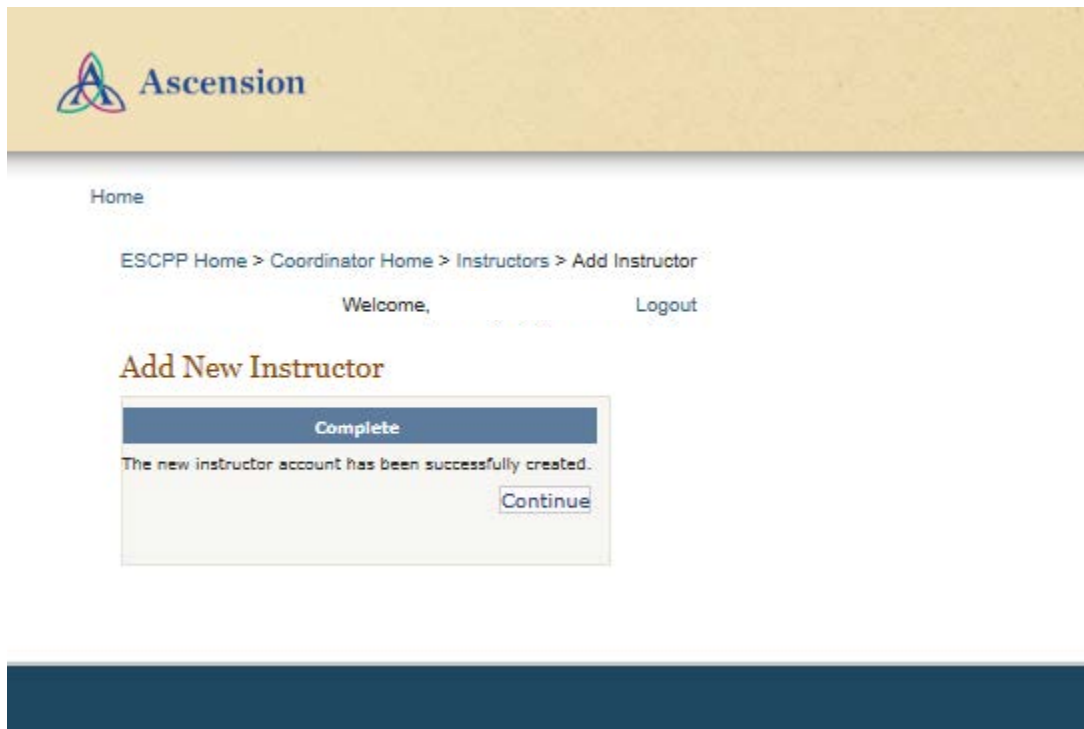
Last 4 SSN

Password:

Confirm Password:

[Create](#)

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



The screenshot shows the Ascension ESCPP system interface. At the top left is the Ascension logo. Below it is a navigation menu with "Home" selected. The breadcrumb trail reads "ESCPP Home > Coordinator Home > Instructors > Add Instructor". A welcome message "Welcome, [redacted]" and a "Logout" link are visible. The main heading is "Add New Instructor". A message box with a blue header labeled "Complete" contains the text "The new instructor account has been successfully created." and a "Continue" button.

# 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 screenshot shows the 'Clinical Request Form' for a 'New Clinical Request'. The form is titled 'Clinical Request Form' and 'New Clinical Request'. It contains the following fields and options:

- School Term\***: A dropdown menu with '--SELECT--'.
- Course Name\***: A text input field.
- Course Number\***: A text input field.
- Number Of Students\***: A text input field.
- Region\***: Radio buttons for 'Columbia', 'St. Mary's', 'Illinois', 'Iowa', 'Wheaton', 'Milwaukee', and 'Wheaton Racine'.
- Site Preference\***: A dropdown menu.
- Department (Preferred)\***: A dropdown menu with '--SELECT--'.
- Department (Alternative)**: A dropdown menu.
- Start Date\***: A date picker.
- Stop Date\***: A date picker.
- Number of Hours/Week**: A text input field.
- Total Number of Clinical Hours Needed\***: A text input field.
- Available**: A grid of checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat).
- Start**: A dropdown menu for each day of the week.
- Stop**: A dropdown menu for each day of the week.
- Instructor to accompany Class\***: Radio buttons for 'Yes' and 'No'.
- Preceptor Needed\***: Radio buttons for 'Yes' and 'No'.
- Are any of these students WFH Associates**: A checkbox with the text 'If so, please enter the names in the comments section.'
- Student Grade Level\***: Two dropdown menus with '--SELECT--'.
- Area Of Study\***: A dropdown menu with '--SELECT--'.
- Instructor\***: A dropdown menu with '--SELECT--' and '--TO BE DETERMINED--'. Below it are the names 'Dwyer, Arvinc' and 'Test, Test'. A note says 'select multiple instructors by holding down the Ctrl button while making your selections'. There is an 'Add New Instructor' link below.
- This Request was approved by**: A text input field.
- Request ADU Access (Milwaukee Only)**: A checkbox with the text 'Click here if your students need individual ADU (Automated Medication Dispensing) Access'.
- Course Objectives**: A large text area.
- Comments**: A large text area.
- Submit** and **Cancel** buttons at the bottom.

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.

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

New Clinical Request has been submitted

### Clinical Request Details

You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 05/11/2020)	
School	WFHC Coordinator
Date Submitted	1/3/2018 11:28:59 AM
Submitted By	Sell, Kayla
Status	Pending
School Term	Spring 2020
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee
Preferred Department:	Medical
Alternative Department:	Cardiac
Start Date:	1/13/2020
Stop Date:	5/11/2020
Number of Hours/Week	8
Total Number of Clinical Hours	80
Schedule:	Sunday <input type="checkbox"/> - Monday <input type="checkbox"/> -

#### Actions for this Clinical Request


- Edit Clinical Request
- Cancel Clinical Request
- Return to List of All Clinicals



## 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:

Instructor:

Coordinator:

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	8/1/2016	8/3/2016	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	8/27/2016	1st Semester	Completed by IS	5/10/2016
TEST 2 5/10	1	WFH - Franciscan Woods	5/30/2016	8/27/2016	1st Semester	Completed by IS	5/10/2016
Test1-5/10	1	WFH - Elmbrook Memorial	5/30/2016	8/27/2016	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	8/1/2016	8/30/2016	ZZ No Term Rehab	Approved	4/26/2016
fieldwork	1	WFH - St. Francis	8/1/2016	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 Homak Test	1	WFH - St Joseph	8/1/2015	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.

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 05/11/2020)	
School	WFHC Coordinator
Date Submitted	1/3/2018 11:28:55 AM
Submitted By	Bell, Kayla
Status	Pending
School Term	Spring 2020
PT/OT/BLP Clinical	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CBM Milwaukee
Preferred Department:	Medical
Alternative Department:	Cardiac
Start Date:	1/13/2020
Stop Date:	5/11/2020
Number of Hours/Week	8
Total Number of Clinical Hours	80
Schedule:	Sunday <input type="checkbox"/> - Monday <input type="checkbox"/> - Tuesday <input checked="" type="checkbox"/> 7:30AM - 3:00PM Wednesday <input checked="" type="checkbox"/> 7:30AM - 3:00PM Thursday <input checked="" type="checkbox"/> 7:30AM - 3:00PM Friday <input type="checkbox"/> - Saturday <input type="checkbox"/> -
Instructor to accompany class	<input checked="" type="checkbox"/>
Preceptor Needed	<input type="checkbox"/>
Preceptor Name	
Are any of these students WPH Associates	<input type="checkbox"/>
Student Level	Junior - 2nd Semester
Area of Study	14 Nursing (BSN)
Instructor	Test, Test
This request was approved by	
Requested ADU Assoc (Milwaukee Only)	<input type="checkbox"/>
Course Objectives	
Comments:	

**Actions for this Clinical Request**

- Edit Clinical Request
- Cancel Clinical Request
- Return to List of All Clinicals

## 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)

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 05/11/2020)	
School	WFHC Coordinator
Date Submitted	1/3/2018 11:28:59 AM
Submitted By	Sell, Kayla
Status	Pending
School Term	Spring 2020
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee

**Actions for this Clinical Request**

- Edit Clinical Request
- Cancel Clinical Request
- Return to List of All Clinicals

# 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.

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 05/11/2020)	
School	WFHC Coordinator
Date Submitted	1/3/2018 11:28:59 AM
Submitted By	Sell, Kayla
Status	Pending
School Term	Spring 2020
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee

**Actions for this Clinical Request**

- Edit Clinical Request
- Cancel Clinical Request
- Return to List of All Clinicals



## 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.

Ascension

Home

ESCOP Home > Coordinator Home > Requests > Request Detail

Welcome. Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

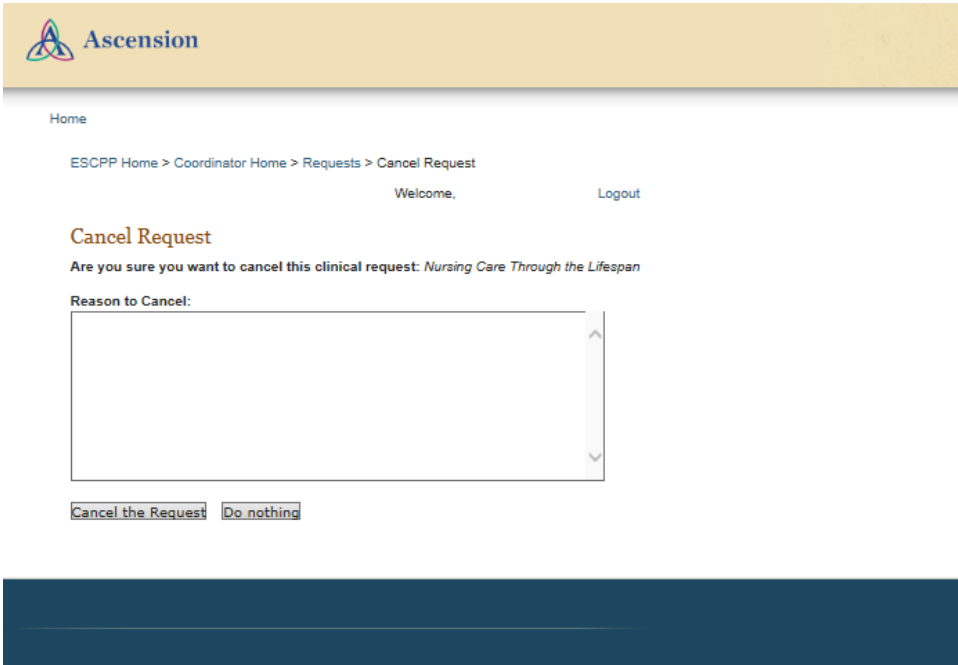
Use the "Actions for this Clinical Request" on the right side.

Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 05/11/2020)	
School	WFHC Coordinator
Date Submitted	1/3/2018 11:28:59 AM
Submitted By	Sell, Kayla
Status	Pending
School Term	Spring 2020
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8
Site:	CSM Milwaukee

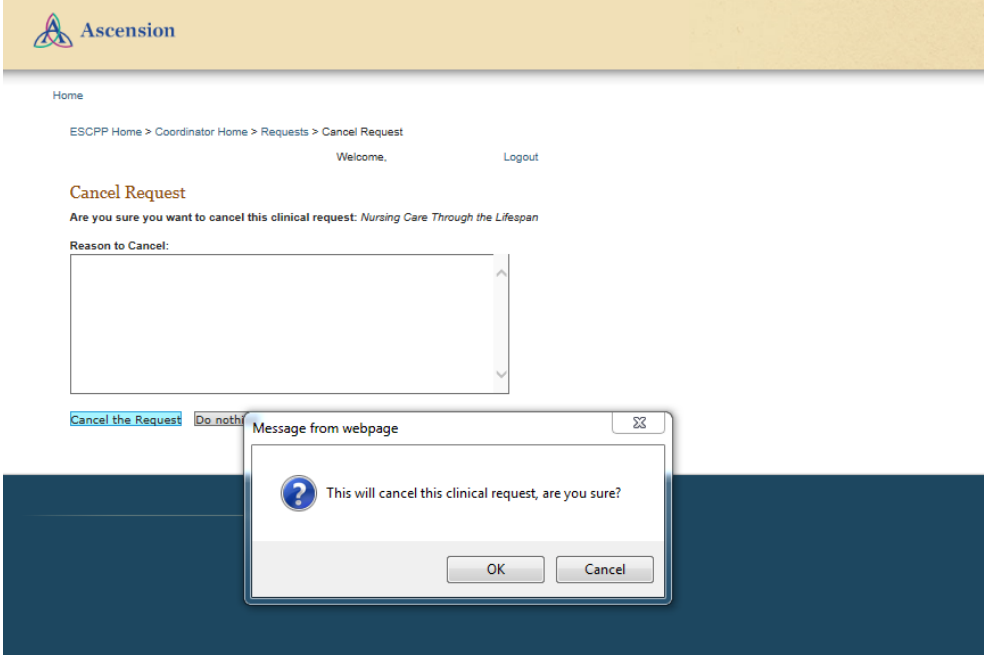
#### Actions for this Clinical Request

- Edit Clinical Request
- **Cancel Clinical Request**
- Return to List of All Clinicals

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.

The screenshot shows the Ascension website interface. At the top left is the Ascension logo. Below it is a navigation breadcrumb: Home > ESCPP Home > Coordinator Home > Requests > Request Detail. On the right side, there are links for 'Welcome,' and 'Logout'. A green notification banner at the top contains a checkmark icon and the text 'Canceled request Nursing Care Through the Lifespan'. Below this is a section titled 'Clinical Request Details' with a yellow background. It contains a list of seven steps for handling a clinical request and a note to use the 'Actions for this Clinical Request' on the right. The 'Actions for this Clinical Request' box contains a link: 'Return to List of All Clinicals'. Below the instructions is a table of clinical details for 'Nursing Care Through the Lifespan (01/13/2020 - 06/01/2020)'. The table lists: School (WFHC Coordinator), Date Submitted (1/3/2018 11:28:59 AM), Submitted By (Sell, Kayla), Status (Cancelled), School Term (Spring 2020), PT/OT/SLP Clinical (checkbox), Course Number (109-115-2K1F), and Number of Estimated Students (8). A red arrow points to the 'Cancelled' status in the table.

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

✓ Canceled request Nursing Care Through the Lifespan

### Clinical Request Details

You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for Nursing Care Through the Lifespan (01/13/2020 - 06/01/2020)	
School	WFHC Coordinator
Date Submitted	1/3/2018 11:28:59 AM
Submitted By	Sell, Kayla
Status	Cancelled
School Term	Spring 2020
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	109-115-2K1F
Number of Estimated Students	8

**Actions for this Clinical Request**

- Return to List of All Clinicals



## 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.

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". **Once the clinical is approved**, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.


Use the "Actions for this Clinical Request" on the right side.

Clinical Details for TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	<b>Approved</b>
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

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

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



Home

ESCPP Home > Coordinator Home > Requests > Students

Welcome Logout

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzescpp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_test , test2	webeditor@wfhc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

First Name \*

Last Name \*

Date Birth \*

Expected Graduate Date \* Month:  / Year:

Phone number \*

Middle Name

Email \*

SSN or School ID(Last 4 digits) \*

Is this student a WFH associate? \*  Yes  No

[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 the orientation requirements. A green checkmark icon then appears in the Email Sent column.

Home

ESCPP Home > Coordinator Home > Requests > Students

Welcome [Logout](#)

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSNID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zscopp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed	<input checked="" type="checkbox"/>	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_last , test2	wbeedtor@wfhc.org		1/1/1970	9976	<input type="checkbox"/>	12/2022	100% completed	<input checked="" type="checkbox"/>	Not Completed	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	wbeedtor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	<input checked="" type="checkbox"/>	Not Completed	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

First Name \*  Middle Name   
 Last Name \*  Email \*   
 Date Birth \*  SSN or School ID (Last 4 digits) \*   
 Expected Graduate Date \* Month:  / Year:  Is this student a WFH associate? \*  Yes  No  
 Phone number \*  [Add Student](#)

Verify the student information, then click Send Email.

Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

Name	Orientation Dept	Email Sent	Send Student Email
TEST_STUDENT, TEST_STUDE	Not Completed		
test2_last, test2	Not Completed	✓	Send Email
test3, test3	Not Completed	✓	Send Email

Please verify the information below is correct:

First Name test3

Last Name test3

Email webeditor@whc.org

You can input special comments below (optional)

Send Email Cancel

# 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

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". **Once the clinical is approved**, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	Approved
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

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

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.

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Students

Welcome | Logout

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzescpp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_last , test2	webeditor@wfhc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

First Name \*  Middle Name


Last Name \*  Email \*

Date Birth \*  SSN or School ID (Last 4 digits) \*

Expected Graduate Date \* Month:  / Year:  Is this student a WFH associate? \*  Yes  No

Phone number \*  [Add Student](#)

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.



Home

EBOPF Home > Coordinator Home > Requests > Student Confirmation

Welcome | [Logout](#)

### Student Confirmations

Student Name	TEST_STUDENT, TEST_STUDENT
<p>I verify this to be true <input checked="" type="checkbox"/></p>	<p>The student listed here is in compliance with the contractual health policies of the Clinical Education Setting including, but not limited to, certifying that prior to reporting to the Clinical Education Setting each has:</p> <ul style="list-style-type: none"> <li>• A physical exam which indicates he/she is free from communicable disease, able to meet physical demands of the work indicating any ADA accommodations, health history with signed declaration by student that the report is correct to the best of their knowledge, and annual declaration by student that health status is unchanged to the best of their knowledge;</li> <li>• He/she is free from active tuberculosis as documented by a negative Mantoux skin test or negative chest x-ray (dated after skin test conversion) and is free from signs and symptoms of tuberculosis. Quantiferon TB test acceptable in lieu of annual Mantoux skin test;</li> <li>• Documented immunity to Rubella, Rubella, and Mumps (MMR); positive titer or medical documentation of 2 MMRs, 1 month apart, with the 1st dose after the first birthday, and the 2nd dose at least 1 month thereafter;</li> <li>• Documented immunity to Varicella; positive titer or 2 doses of varicella vaccine 4 weeks apart;</li> <li>• Have been advised of the risks of Hepatitis B and have either begun the Hepatitis B vaccination series or, in the alternative, have completed the appropriate declination of immunization form;</li> <li>• Have received the seasonal influenza vaccine each year no later than October 31st. (For student experiences taking place between September 1st and March 31st)            ** Please Note: Any reason other than medical contraindication the student will not be permitted to participate in a clinical experience. The academic partner is to track student compliance with this requirement, and send statistical documentation of the same to the designated Wheaton Franciscan Healthcare education contact. This documentation should include total number of students attending at a Wheaton Franciscan Healthcare facility, how many received the vaccine, and how many had a documented medical contraindication to the vaccine. Influenza Vaccination Medical Exemption Form shall be on file at the education setting.             **Please Note: Students/instructors with exemptions to the vaccine <u>required to wear a surgical mask</u> during the influenza season whenever in buildings where patient care takes place, regardless of whether the student/instructor is a direct patient caregiver or not.</li> <li>• A negative 10 panel urine drug screen. If positive, he/she will not be permitted to participate in a clinical placement.</li> </ul> <p>Notice of above is provided to the Clinical Education Setting.</p>
<p>I verify this to be true <input type="checkbox"/></p>	<p>The student listed has had a background check performed under the direction of the Institution in accordance with the Wisconsin Caregiver Background Check Law and does not have any adult criminal arrests with convictions or any currently pending charges.</p>
<p>I verify this to be true <input checked="" type="checkbox"/></p>	<p>The student listed here <b>DOES</b> have a criminal record on file or currently pending charges. A copy of their completed Disclosure Form and criminal record report will be forwarded by fax or postal mail no less than two weeks prior to the start of the clinical experience. (If a student has been arrested for criminal code 940.19, 940.19E, 940.20, 941.30, 942.08, 947.01 or 947.013 within the last 5 years, a copy of the criminal complaint and judgment of conviction must accompany the record.)</p>
<p>I verify this to be true <input type="checkbox"/></p>	<p>The student listed is certified in American Heart Association or Red Cross, Health Care Provider, Basic Life Support.</p>
<p>I verify this to be true <input type="checkbox"/></p>	<p>Check here if this student does not require CPR/BLS certification. (Will have no patient interaction)</p>
<p>I verify this to be true <input checked="" type="checkbox"/></p>	<p>Student Orientation Confirmation (This item will be verified by the student him/herself)</p>

DISCLAIMER - \*Schools may be requested to provide evidence that these requirements have been met.\*

[Submit](#)

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.

Home

ESCPP Home > Coordinator Home > Requests > Instructor Status

Welcome, Logout

### Instructor Status

When you have confirmed the instructor (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if an instructor has confirmed the orientation requirements, click the "Confirmation Status" link.


Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed access and student clinical experiences.

Name	Confirmation Status	Orientation Confirmation	Email Sent	Send Instructor Email
TEST_INSTRUCTOR, TEST_ACCOUNT	not started			<a href="#">Send Email</a>

[Return to Clinical Detail 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.



Home

ESCPP Home > Coordinator Home > Requests > Instructor Confirmations

Welcome, Logout

### Instructor Confirmations

Instructor Name	TEST_INSTRUCTOR, TEST_ACCOUNT
I verify this to be true <input type="checkbox"/>	<p>The faculty listed here is in compliance with the contractual health policies of the Clinical Education Setting including, but not limited to, certifying that prior to reporting to the Clinical Education Setting each has:</p> <ul style="list-style-type: none"> <li>A physical exam which indicates he/she is free from communicable disease, able to meet physical demands of the work indicating any ADA accommodations, health history with signed declaration by faculty that the report is correct to the best of their knowledge, and annual declaration by faculty that health status is unchanged to the best of their knowledge;</li> <li>He/she is free from active tuberculosis as documented by a negative Mantoux skin test or negative chest x-ray (dated after skin test conversion) and is free from signs and symptoms of tuberculosis. Quantiferon TB test acceptable in lieu of annual Mantoux skin test;</li> <li>Documented immunity to Rubella, Rubeola, and Mumps (MMR); positive titer or medical documentation of 2 MMRs, 1 month apart, with the 1st dose after the first birthday, and the 2nd dose at least 1 month thereafter;</li> <li>Documented immunity to Varicella; positive titer or 2 doses of varicella vaccine 4 weeks apart;</li> <li>Have been advised of the risks of Hepatitis B and have either begun the Hepatitis B vaccination series or, in the alternative, have completed the appropriate declination of immunization form;</li> <li>Have received the seasonal influenza vaccine each year no later than November 16th. (For student experiences taking place between September 1st and March 31st)</li> </ul> <p><b>** Please Note:</b> Any reason other than medical contraindication or religious exemption, the student will not be permitted to participate in a clinical experience. The academic partner is to track student compliance with this requirement, and send statistical documentation of the same to the designated Wheaton Franciscan Healthcare education contact. This documentation should include total number of students attending at a Wheaton Franciscan Healthcare facility, how many received the vaccine, and how many had a documented medical contraindication to the vaccine or religious exemption. Medical or Religious Exemption/Declination Form shall be on file at the education setting.</p> <ul style="list-style-type: none"> <li>A negative 10 panel urine drug screen. If positive, he/she will not be permitted to participate in a clinical placement.</li> </ul> <p>Notice of above is provided to the Clinical Education Setting.</p>
I verify this to be true <input type="checkbox"/>	<p>The faculty listed has had a background check performed under the direction of the Institution in accordance with the Wisconsin Caregiver Background Check Law and does not have any adult criminal arrests with convictions or any currently pending charges.</p>
I verify this to be true <input type="checkbox"/>	<p>The faculty listed here DO have a criminal record on file or currently pending charges. A copy of their completed Disclosure Form and criminal record report will be forwarded by fax or postal mail no less than two weeks prior to the start of the clinical experience. (If a faculty member has been arrested for criminal code 940.19, 940.19E, 940.20, 941.30, 942.08, 947.01 or 947.013 within the last 5 years, a copy of the criminal complaint and judgment of conviction must accompany the record.)</p>
I verify this to be true <input type="checkbox"/>	<p>The faculty listed are certified in American Heart Association or Red Cross, Health Care Provider, Basic Life Support.</p>
I verify this to be true <input type="checkbox"/>	<p>Instructor Orientation Confirmation (This item will be verified by the instructor himself/herself)</p>

DISCLAIMER - "Schools may be requested to provide evidence that these requirements have been met."

[Submit](#) [Return](#)

## 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

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". **Once the clinical is approved**, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	<b>Approved</b>
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

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

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

For Instructors:

Home

ESCOP Home > Coordinator Home > Requests > Instructor Status

Welcome, Logout

### Instructor Status

When you have confirmed the instructor (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if an instructor has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

Name	Confirmation Status	Orientation Confirmation	Email Sent	Send Instructor Email
TEST_INSTRUCTOR, TEST_ACCOUNT	not started			<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

For Students:

Home

ESCOP Home > Coordinator Home > Requests > Students

Welcome, Logout

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone	Date Birth	S\$NID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept. Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT, TEST_STUDENT	zescopp_teststudent@wfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2015	65% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_test1, test2	webeditor@wfhc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3, test3	webeditor@wfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

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

Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

Name	Orientation	Dept	Email Sent	Send Student Email
TEST_STUDENT , TEST_STUD	Not Completed			
test , test2	Not Completed		Send Email	
test3 , test3	Not Completed		Send Email	

**Please verify the information below is correct:**

First Name test3

Last Name test3

Email webeditor@whc.org

You can input special comments below (optional)

Send Email Cancel

Return to Clinical Detail Page

# 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.

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". **Once the clinical is approved**, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	<b>Approved</b>
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

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

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

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Students

Welcome, [Name] Logout

**Students List for TEST (09/15/2016 - 12/30/2016)**

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

There're 2 seats available!

	Name	Email	Phone Date Birth	SSN/ID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzesopp_teststudent@wfhc.org	1/1/1990	9999	<input type="checkbox"/>	1/2018	86% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_test1 , test2	webeditor@wfhc.org	1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@wfhc.org	1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

# 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.

Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome, Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". Once the clinical is approved, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	Approved
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

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

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

Home

ESCPP Home > Coordinator Home > Requests > Instructor Status

Welcome, Logout

### Instructor Status

When you have confirmed the instructor (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if an instructor has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.

Name	Confirmation Status	Orientation Confirmation	Email Sent	Send Instructor Email
TEST_INSTRUCTOR, TEST_ACCOUNT	not started			<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)



## 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.

**Ascension**

Home

ESCPP Home > Coordinator Home > Requests > Students

Welcome Logout

### Students List for TEST (09/15/2016 - 12/30/2016)

When you have confirmed each student (100%), click the "Send Email" button to notify them they need to complete their orientation requirements.

To see if a student has confirmed the orientation requirements, click the "Confirmation Status" link.

Once you have completed confirmation for all students and faculty, click the "Return to Clinical Detail Page" button. Then use the "Notify Wheaton Coordinator" link to let the Wheaton Coordinator know you have completed all of the tasks. Failure to notify the Wheaton Coordinator may result in delayed IS access and student clinical experiences.


There're 2 seats available!

	Name	Email	Phone	Date Birth	SSNID	Wheaton Associate	Expected Graduate Date	Online Confirmation Status	Orientation	Dept Orientation	Email Sent	Send Student Email
<a href="#">Edit</a> <a href="#">Delete</a>	TEST_STUDENT , TEST_STUDENT	zzesppg_teststudent@vfhc.org		1/1/1990	9999	<input type="checkbox"/>	1/2018	66% completed	✓	Not Completed		
<a href="#">Edit</a> <a href="#">Delete</a>	test2_last , test2	webeditor@vfhc.org		1/1/1970	9876	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>
<a href="#">Edit</a> <a href="#">Delete</a>	test3 , test3	webeditor@vfhc.org		1/1/1970	3333	<input type="checkbox"/>	12/2022	100% completed	✓	Not Completed	✓	<a href="#">Send Email</a>

[Return to Clinical Detail Page](#)

**First Name \***  **Middle Name**   
**Last Name \***  **Email \***   
**Date Birth \***  **SSN or School ID(Last 4 digits) \***   
**Expected Graduate Date \*** Month:  / Year:  **Is this student a WFH associate? \***  Yes  No  
**Phone number \***  [Add Student](#)

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



Home

ESCPP Home > Coordinator Home > Requests > Request Detail

Welcome Logout

### Clinical Request Details

You are on the "Clinical Request Details Screen". **Once the clinical is approved**, this screen allows you to

1. Add/remove students from a Clinical.
2. Confirm each student's status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor's status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.
7. Notify Wheaton Coordinator that you have completed your confirmations for the students and faculty.

Use the "Actions for this Clinical Request" on the right side.

Clinical Details for TEST (09/15/2016 - 12/30/2016)	
School	WFHC Coordinator
Date Submitted	3/13/2014 11:15:39 AM
Submitted By	TEST_COORDINATOR, TEST_ACCOUNT
Status	<b>Approved</b>
School Term	Winter 2016
PT/OT/SLP Clinical	<input type="checkbox"/>
Course Number:	TEST01
Number of Estimated Students	5 (View Students Status)
Site:	WFH - St Joseph
Preferred Department:	Psychology
Alternative Department:	

#### Actions for this Clinical Request

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

