

HOW TO: SUBMIT A SELF-PLACEMENT REQUEST IN INPLACE

Scroll to the last page of this document if you don't have an account yet.

InPlace Software

- ▶ InPlace clinical placement software has greatly improved the way the School of Nursing tracks your requests, secures your preceptor agreements, and ensures Affiliation Agreements are current or renewed in a timely manner.
- ▶ InPlace also allows us to build a database of facilities and preceptors. We now have a search feature that allows you to find facilities we already have a contract with and preceptors more easily.

This “How-to” Document

- ▶ Each semester you'll receive a series of emails about submitting your Self Placement request forms for the next semester. **The goal is to submit your request form in the first couple of weeks the semester PRIOR to the semester you are requesting for.**
- ▶ This How-To doc is also located on the MisSioN: Possible site in Canvas as well as in InPlace.

NURS 5339 and NURS 5352

- ▶ *If your Program (FNP) includes NURS 5339 Diagnostics and NURS 5352 Advanced Health Assessment required in the 675 hours, you will have placements already created for you in InPlace—no need to submit a request form. These hours will be automatically awarded to you in InPlace once you've successfully completed these two courses with a grade of either A or B. PMHNP students won't need these hours as part of the 500, and other Programs generally won't take these courses.*

After you have logged in to your InPlace account, you will be on the Home Page:

The screenshot shows the InPlace Home Page. At the top right is the InPlace logo with the tagline "Smart Placement Solutions". Below the logo is a navigation bar with tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for "bbstudent".

The main content area is divided into two columns. The left column has a "Confirmed" status card with a thumbs-up icon, a briefcase icon, and text: "NEXT ATTENDING: The University of Texas at Tyler > 08/30/2021 - 12/11/2021". Below this is a "View All Confirmed" button. The right column has an "Available" status card with a calendar icon and text: "Available". Below this are "View Available" and "View Shortlisted" buttons.

Below the status cards are two sections: "To Do 1" and "Notifications 0". The "To Do" section contains a notification: "Self Placement submission open for NURS 5351 - FNP PRIMARY CARE I - (2225) 2022 Summer - FNP" with a right-pointing arrow. A yellow arrow points from a text box below to this notification.

The text box contains the following text: "When Self Placement Request forms open in InPlace you will see them under your To Do list. If registration for the semester has opened in myUTTyler, you'll just enroll and then the form will appear here within 12 hours (the feed to InPlace runs twice each day.) If registration for the semester hasn't opened in myUTTyler, you'll email the Clinical Coordinator with which course you are taking so that you can be 'pinned' to the Course Group in InPlace--then you can see the form. For purposes of this How To document, our test student is requesting a Self Placement for NURS 5351 in the Summer 2022 semester. Hover over the wording and click on it."

For this document, we're using a course from the FNP Program but it's the same process for all Graduate Programs.

NURS 5351 - FNP PRIMARY CARE I - (2225) 2022 Summer - FNP

120 HOUR Pediatric (NURS 5351)

Pediatric (NURS 5351) - 120 Hours Required - 0 Hours Filled

0%

Instructions

Master of Science in Nursing - Family Nurse Practitioner

Please submit this Self Placement form with as much detailed information on your preceptor and agency/facility as possible. When submitting the Experience and hours, do not "Add another experience." If you need another Experience please submit another Self Placement Request Form. Thank you! If you notice that you need to make a change after you have clicked on Submit, please email the Clinical Coordinator who can put the form back into a status where you can edit it. Certain changes won't be allowed after approvals or agreements have come in. Placement dates will be automatically assigned based on the semester start and end dates.

The top portion of the Self Placement Request form will show the course, the semester, and your Program. It will also show you how many total hours you need for the course. You will typically use ONE preceptor per course. In certain courses, you may need two preceptors for two different types of placements, or "Experiences." (e.g. NURS 5329 has an optional Staff Development setting, NURS 5353 has the option of 75 Women's Health hours + 45 Mental Health hours--or all 120 hours as Women's Health.) Each course/preceptor/facility combination is a unique placement, so if you have two preceptors for the same course, you will submit two forms. Multiple placements for a course combined should still equal the total amount of hours required for the course. Placement hours and actual hours that you are going to log in your LogBooks are not the same thing--you may log more hours than required, but please note they will not carry over to a subsequent course. Be sure to read the "Instructions" section at the top of the form. Please see the next screenshot for details about the "Experience" section of the form.

Placement details

Requirements

Experience: Pediatric (NURS 5351) | Requirements: 120 | Unit: HOUR

Weekly placement schedule (optional only complete if known)

Agency details

Agency name *

Callout 1: If your dropdown has more than one Experience (e.g. 5329, 5353) choose the one you want or use the X to remove the one you don't want if necessary, so that you submit the one you need. Be sure to change the number of HOURS if you are submitting for a number other than the default (120 for most FNP...5455 is 145, 125 for PMHNP, 37.5 for ADMIN practicums, etc.) If you are submitting for fewer hours--be sure to make that change.

Callout 2: Never click on "+Add another experience"--if you need another type of placement or a different preceptor, you must submit an entirely separate form.

Callout 3: Adding your schedule is optional--you likely won't know it when you fill out the form. You'll add it in your LogBook once the class starts.

Your goal is to have one preceptor per course. The exceptions are:

NUR 5329 may have two Self Placement Request forms:

One for the Academic Setting at 83 hours

One for the Staff Development Setting at 8 hours (optional) *If you do not use this one, be sure to submit your Academic Setting for 91 hours.*

NURS 5353 has two options:

Two request forms--one for 75 Women's Health hours and one for 45 Mental Health hours. The Mental Health preceptor would need to see both males and females.

One request form for 120 Women's Health Hours. If you choose this option, you will not have a Mental Health placement, per se, later on. Instead, you will log 45 hours as Mental Health hours in a LogBook in a subsequent Family Practice/Internal Medicine placement, or in one of the other Primary Care courses.

NURS 5349: you may choose to do up to 60 "Specialty" hours which means you would need to submit two Self Placement request forms for this course.

FNP Students may do up to 240 hours with a single preceptor. FNP students typically choose to do this for their two Internship courses, NURS 5347 and NURS 5349. IF one of your courses is NURS 5455 for 145 hours, you may use the preceptor for a full 120 hours in the other course.

Please remember: your Experiences and Hours will default correctly depending on the Graduate Program you are in and the course you are submitting for. You can/should change the number of hours in the dropdown or remove one of the Experiences if you are presented with more than one, when needed.

Agency details

Agency name *

Business phone *

Business fax

Website

Address

Country

UNITED STATES ▼

State *

▼

Suite number

Street number and name *

City *

Zip code *

The "Agency details" portion of the form is where you will submit the name of your facility (use the full name of the facility rather than acronyms or nicknames.) The Clinical Coordinator will use this information as well as the address provided to run a search/match to see if we already have an Agreement with your requested facility. Incorrect information may delay this process.

Agency facility agreement contact

Title 

First name *

Last name *

Business phone *

Business fax

Website

Business email *

Confirm email *

The "Agency facility agreement contact" portion is where you will provide the person at your facility who the Clinical Coordinator will work with to get the facility contract. This is RARELY the preceptor. It is sometimes the Student Coordinator or Contract Manager at larger facilities--your preceptor can help you find out who this person should be or you may need to contact the facility directly to find out. In smaller facilities, it may be the Practice Manger/Office Manager or owner of the clinic.

Preceptor contact details

Check the box if facility agreement contact person and preceptor are the same

Title

First name *

Last name *

Business phone *

Business fax

Business email *

Confirm email *

The "Preceptor contact details" portion is where you will provide required information about your PRECEPTOR. Only check the checkbox if the Affiliation Agreement contact person provided above is actually the same person as your preceptor--this will be RARE. Checking this box will fill in this section for you. Entering the information in these two sections backwards (the preceptor in the Agreement contact section and the Agreement contact in the preceptor section) will likely cause your form to be "not approved" and you'll need to start over by submitting a new form.

Additional details

Comments

The "Additional details" portion is a freeform text entry field you may use to describe your facility or your preceptor in detail so that the lead faculty member approving each has information they may need to make their decision. Use this Comments area to make your case if you think they may not be approved.

- ▶ Providing **correct email addresses is imperative**. Emails are autogenerated from InPlace, so if there is a bad email address, it will be a while before anyone realizes it. Emails go out to your preceptor for their Agreement, and then again during the semester for the evaluations they need to do. Sometimes a preceptor may give you the email for the Practice Manager. Try to get the email address from them where they are most likely to receive an email **and respond to it**.
- ▶ Providing the correct Agency Affiliation Agreement contact is also important—it is rarely the preceptor, although in smaller facilities it may be. It is your responsibility to provide this so that the Clinical Coordinator can initiate the Agreement process and follow up with the contact and work with the Agency and the UT Tyler legal office until the Agreement is done. This process can sometimes take **up to two months or longer**. The better information you provide, the faster the process will go. At times, especially with **out-of-state contracts**, the Agreements will not happen in time for your requested rotation and may never happen so you should have a backup plan with a facility where we already have an Agreement.
- ▶ Please note: FNP and PMHNP students must do their rotation in Texas.

Be sure to let your preceptor know they will get a Preceptor Agreement email from InPlace that contains a link. This link will take them to a very brief survey where they will agree to precept you. The Preceptor Agreement is *not* a paper form. The Affiliation Agreement with the facility is done via paper requiring a 'wet' signature, but let your preceptor know the Preceptor Agreement is electronic by that brief survey. If your preceptor is also the signatory authority for the Affiliation Agreement, let them know the difference between the two. You should follow up with your preceptor to make sure they have done the Preceptor Agreement survey.

NP Additional Details

Preceptor Additional Details

Professional License No. *

Preceptor Professional License No. (must not be encumbered). Expiry date is MANDATORY. *

Text input field for Preceptor Professional License No.

Professional License Expiry *

Preceptor Professional License Expiry *

Text input field for Preceptor Professional License Expiry

License State *

Preceptor License State *

Select status... dropdown menu for Preceptor License State

License Date *

Preceptor Initial License Date *

Text input field with calendar icon for Preceptor Initial License Date

The "(program) Additional Details" portion is where you'll provide information your lead faculty member will use to determine whether to approve your preceptor. The Clinical Coordinator will check the license to make sure it is not encumbered, so you must provide the appropriate license number. NP students should provide an APRN license, and ADMIN and EDUC students may provide an RN license. You will get this information from your preceptor. You should look up your preceptor on the state BON website or TMB website yourself to see if they have any board actions that may prevent them from being approved. If your preceptor's license is encumbered, you should know why. Each state will have its own version of these websites if your facility is not in Texas. (FNP and PMHNP must be in Texas.)

Preceptor Relationship *

Are you related to this preceptor? *

Text input field for Preceptor Relationship

Credentials *

Preceptor Credentials. Select all that apply. *

Select status... dropdown menu for Preceptor Credentials

Certification Type *

Preceptor Certification Type. Select all that apply. *

Select status... dropdown menu for Preceptor Certification Type

Certifying Board Name *

Certifying Board Name, if 'other' please use comments. Please select all that apply. *

Select status... dropdown menu for Certifying Board Name

Comments

Text input field for Comments

Specialty *

Specialty. Select all that apply. *

Select status... dropdown menu for Specialty

You will get the rest of this required information from your preceptor. This conversation will be a chance for you to establish a relationship with them and show them that you come to the table with some training and are ready to learn the next subject matter and will care for their patients well. Use this conversation to your benefit while you are gathering information and establishing trust. The Relationship question is to find out if you are related i.e. family, as well as to make sure your preceptor is also not in your direct line of report.

Specialty *
Specialty. Select all that apply. *

Select status...

Preceptor's University Granting Degree *

University *

Degree *
Degree. Select all that apply. *

Select status...

Date Degree Completed *
Date Degree Completed (MM/YYYY) *

Patients (Primary) *
What type of patients are primarily seen by this preceptor? Select all that apply. If Other, please comment. *

Select status...

Comments

Agency Additional Details

Employed at Agency *
Is this your current place of employment? *

Select status... ▾

Agency affiliation *
Is this Agency affiliated with another organization or covered under a corporate umbrella? If 'yes,' which one? *

Select status... ▾

Comments

How many patients *
How many patients are seen at this facility per week? *

Select status... ▾

Agency Classification
Please select the classification of this agency (most commonly used). If 'other,' please describe.

Select status... ▾

Comments

The "Agency Additional Details" portion will provide information for your instructor to use in deciding whether to approve your placement request. The Clinical Coordinator will need to know if you are employed at the facility (if part of a large network--then employed either at that facility or one in the same network) since some Agreements limit rotations to only their own employees. You may need to get the answers to some of these items from your preceptor. Only those items with a red asterisk are required.

NP Administration

Approvals

Lead Faculty Comments To Students

Lead Faculty Comments To Students (Read only for Students)

Preceptor Comment:

Preceptor Comment on Letter of Agreement

Student Self-Placement Request Status View Only

Preceptor Status

Preceptor Approval Status

Select status...

Site Agreement Status

Site Agreement Approval Status

Select status...

"Good to Go" Email Sent to Student

"Good to Go" Email Sent to Student

Select status...

Cancel View 1 Submitted Save as draft Submit

The last portion of the form is "view only" and will show you the status of your preceptor and facility agreements. These statuses will also appear on your homepage.

In the black bar across the bottom of the form, you have the option to Save as a draft, or to Submit. You can also view previously submitted forms via the button provided for that.

If you have any questions about how to submit this form, please email the Clinical Coordinator. Thank you!



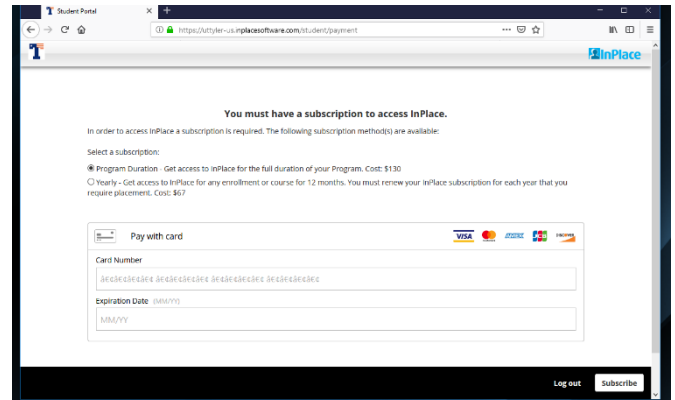
Onboarding or applying to the facility

- ▶ PLEASE NOTE: The Affiliation Agreements we have with facilities often specify very specific requirements that you as a student participating in a clinical rotation must fulfill. It is your responsibility to know what these may be. You may contact the facility directly or get help from your Preceptor in knowing who to contact at a facility. Larger facilities will typically have Education Departments and information on their websites. Some require forms that you must sign and submit, some require an actual application process you must go through with the facility, and some have stricter clinical requirements than the UT Tyler CastleBranch standards.

Once you submit your Self Placement Request form, *if* we have Onboarding information *from a facility to pass on to you*, you will receive an email with "Additional Requirement(s)" for that facility. Some places have deadlines they enforce for their process, so you will want to be in contact with the Education Department of that facility to understand what you need to do on their side. At times, you may be required to ask UT Tyler for a Letter of Good Standing or an Attestation Letter, which you may do via this link: https://uttyler.az1.qualtrics.com/jfe/form/SV_5oqvx7hb5PLo1mu.

Accessing InPlace

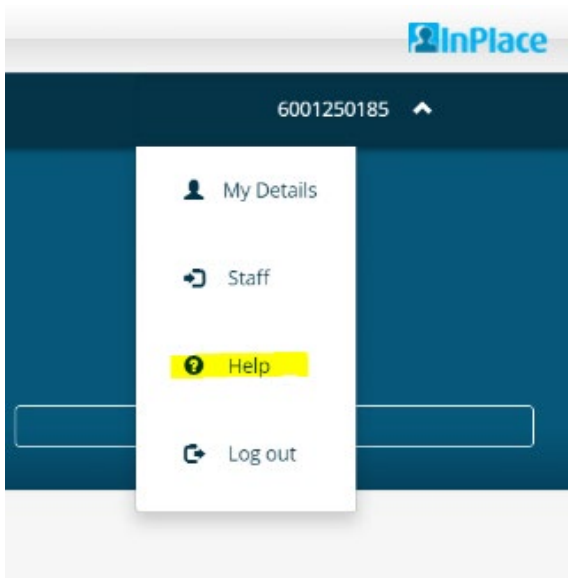
1. Log on to your *myUTTyler* account
2. Open web browser (Chrome preferred) and go to <https://uttyler-us.inplacesoftware.com/student/home>
3. You will need to have an InPlace license purchased either through the UT Tyler bookstore or from the vendor. If you have purchased a license through the UT Tyler bookstore, you should be logged in automatically. If you have not, the first time you try to log-on you will see this screen
4. This is a secure purchasing site for you to purchase your license directly from the vendor.



Using InPlace – Time Log and Clinical Notes

The FNP faculty will answer any questions you may have about how to use the LogBook in InPlace. Please reach out to your instructor once you are in a clinical course with any questions about using InPlace in the course.

General InPlace help is found from the student home page top right – click on arrow next to your name.



For assistance with LogBooks or CPEs, please email your instructor.