# Student Clinical Placement Process Workflow

Course Information & Orientation – Website Tab One

Program & Medatrax Orientation

All students will be notified via email regarding their login credentials for the Medatrax System. Once the orientation date is set, a calendar event on the website, link: https://nursing.tcnj.edu/graduate-clinical-placement/ , will be created for the Program and Medatrax Orientation, which take place together. If a student misses the scheduled orientation that student is responsible for completing the recorded Medatrax Orientation. Each student will upload their Medatrax certificate to the Medatrax System.
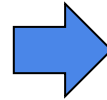
Orientation first - Preparing for Clinical Placement

Nine months before your clinical course, each student will be responsible for providing/completing their compliance information and searching for a potential preceptor. Information about the process, as well as all required documentation is found at the **Website Link:** https://nursing.tcnj.edu/graduate-clinical-placement/

Please refer to the 'Do Not Call List' prior to calling sites/providers.

Collection of Compliance Information – Website Tab Two

Students Upload Compliance Documentation into Medatrax

After the Program and Medatrax Orientation, please complete all required compliance documentation and upload to the Medatrax system. All documentation must be uploaded to Medatrax by the first day of the semester, where you take your first clinical course (NURS 633: Advanced Holistic Health Assessment). Deadline dates for compliance and other related matters will be on the Calendar at the Website Link: https://nursing.tcnj.edu/graduate-clinical-placement/

NOTE - IF STUDENTS ARE NOT IN COMPLIANCE, THE STUDENT MAY NOT PROCEED TO THE 'REQUEST A PRECEPTOR' PROCESS.
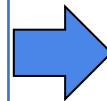
Resolution of Compliance Issues in Medatrax and Approval to Move to Preceptor Request

Students must check their Medatrax account multiple times daily to address any compliance issues, until you receive an email from the CSC that your compliance is complete. **It is the student's responsibility to check their email and monitor the status of any submitted forms in the Medatrax system. If students are not compliant and additional documentation is requested to upload, students must delete original documentation in Medatrax and upload their required documentation.**

The CSC will notify all compliant students, via email, that they are **cleared** to proceed to the Request a Preceptor Process.

All compliance deficiencies must be resolved before students are approved to go on to the Request a Preceptor process. No exceptions will be granted.

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Request a Preceptor Process – Website Tab Three

Request a Preceptor Process – Clinical Preceptor Site Form

Once you have received your compliance clearance email from the CSC, you may now proceed to the Request a Preceptor Process. Your first step is to visit **Tab 3: Preceptor/Site Information** on the Graduate Clinical Placement Center: https://nursing.tcnj.edu/graduate-clinical-placement/
Here you will find all of the resources and instructions you will need to complete the process of finding and requesting a preceptor/site. The complete process is outlined on the Clinical Preceptor Site Form. Use the Clinical Preceptor Site Form (CPSF) each time you contact a site. One form per each site is required. When you have completed 100 forms or the answer is 'Yes' to the 'Agreed to Precept You?' question on the form, you have completed the effort requirement. The CPSF form is found here: https://tcnj.co1.qualtrics.com/jfe/form/SV_6KxLnvCidbWjQ1g

Need Assistance? Click here to view our How-To video for completing this form.

Notification of the CSC – Nursing Administration

When you have reached the Effort Deadline Date (See Website Calendar for deadline dates), you must advise the CSC that you have completed your effort of contacting 100 sites OR you have received a verbal confirmation of a preceptor. You must email the Nursing Department at nursing@tcnj.edu to advise that your effort has been completed AND/OR you have obtained a preceptor; **this email must have the Subject Line 'Final Preceptor Request'**. If you have obtained a preceptor, you must attach the pdf of the CPSF form with the consenting preceptor information. Be sure to cc your advisor on this email as well. If you have not obtained a preceptor, be sure to consult with your advisor immediately.

Vetting/Approval/ Notification of Preceptor Requests

The CSC will contact and verify the approved preceptor/site. Once the preceptor/site has been verified, the CSC will present the preceptor/site for review/approval at the next Clinical Placement Meeting. The Clinical Placement Committee (CPC) will review and approve/deny each student's preceptor/site, based on their course's clinical requirements.

Based upon the CPC decision, you will be notified via email and instructed to populate and submit the Preceptor Request Form to Medatrax using the information from the CPSF form, if your placement was approved. If you are denied placement, please consult with your advisor immediately.

Student Clinical Placement Process Workflow

Forms – Website Tab Four

Form Center

All required forms will be found on this tab
of the Graduate Clinical Placement Center.
If your form is not listed here, please advise
the CSC.

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Glossary of Terms

- CSC - Clinical Site Coordinator
- CPSF – Clinical Preceptor Site Form
- ST - Software Team: Software Liaisons of Medatrax
- AT - Administration Team: Clinical Site Coordinator, Operations & Program Coordinator
- IT - Instruction Team: All Course Instructors