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**Nursing Resource Centers**  
SAN FRANCISCO BAY AREA  
LOS ANGELES AREA

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Los Angeles Area News and  
Updates

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## Los Angeles Region News and Updates

### **Proposed Activities in 2017 Supporting Clinical Coordinators and the Clinical Placement Process**

As we look ahead in 2017 the Los Angeles Nursing Resource Center will continue its efforts to inform, engage ideas and make improvements that will guide CCPS Users, Coordinators and Leaders in the clinical education placement process. Together, we would like to explore needs for further information, targeted CCPS coordinator training, and interest in programs and/or workshops that could support networking, process improvement, and role development among those new to the clinical placement process.

In the coming year, the LANRC will review current practices and assess needs across the Los Angeles Region with input and involvement from CCPS Coordinators to address challenges, improve processes, and share best practices in clinical placement to inform and support Clinical Placement Coordinators. Plans for 2017 include conducting another Preceptor Forum addressing



Bay Area and Los Angeles  
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effort

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needed capacity and exploring strategies to improve processes. Thank you for your continued participation using the Centralized Clinical Placement System through the Los Angeles Nursing Resource Center. We look forward to working with you this year as we plan and coordinate activities of interest throughout the region.

#### How you can help to advance these efforts

The unique role and accountability of those in Clinical Education Placement Coordinator positions, or key functions carried out by various types of personnel vary between organizations. It can be challenging for those new to these roles to learn the systems and processes involved. We plan to compile a reference guide of key functions that could be used as a resource for those new to these roles, or for those organizations either developing or updating existing job descriptions, and would invite you to share a copy of your "Clinical Education Placement Coordinator Job Description" (or role functions, if part of a job) by emailing [tianda@healthimpact.org](mailto:tianda@healthimpact.org).

Documents sent should not include any personal or privacy information, and will be used internally in preparing a guide of core responsibilities and position requirements typically found across the region to inform planning.

Thank you

#### CCPS Fall/Winter Planning Cycle 2017

##### January 30 - February 17, 2017

Hospitals review, confirm and extend availability through August 31, 2018 for both cohort and preceptor programs. We understand some hospitals will need to modify future availability if census and building plans change. These changes can be done as needed throughout the year.

##### February 20 - March 31, 2017

###### (Preceptor requests due April 21)

Schools make requests for all courses that start Mid-August 2017 through the end of the fall or winter terms (courses that usually end by December 31).

##### April 3 - April 21, 2017

###### (Preceptor placement decisions due May 12)

Hospitals review proposed requests and make placement decisions. Hospitals are encouraged to accept long-standing/historic placements and to decline proposals they know they cannot accommodate as quickly as possible, as a courtesy to schools.

If you need assistance or have any questions please contact:  
LANR [tianda@healthimpact.org](mailto:tianda@healthimpact.org) (213) 804-2184

## CCPS Helpful Tips

### Avoiding Duplicate Entries

**Duplicate entries can occur when making historical placements. To avoid duplicate entries here are some helpful hints:**

- Do not use the submit button more than once (repeat selection of the button will create duplicate entries)
- After submit is selected the system will process the request
- Once the placement request has been submitted you will see a notification at the top of the screen
- Make sure that your schedules for multiple request do not overlap on the same units
- Select dates that do not overlap with other cohort schedules

### How to Remove Duplicate Entries

**Once you have noticed a duplicate entry has been submitted you can remove it. Follow these easy steps:**

1. Step 3 - Placement Request
2. View/Edit Proposals
3. Select Course and Cohort
4. Review placements (list below)
5. Select the duplicate placement
6. (place a check mark in the box)
7. Select withdraw
8. Repeat steps for additional duplicate request
9. Review your School Proposals Report (Step 3)

**Please contact [tianda@healthimpact.org](mailto:tianda@healthimpact.org) if you have any questions.**