

# Centralized Clinical Placement System

## *Quick Start Guide for Clinical Coordinators*

Version 6.0

Using the CCPS for scheduling clinical placements is essentially a three step process and when you log in and go to the Clinical Agency menu, you will see that the screens, down the left hand side, are organized along these lines. All three steps must occur, in order; however, they are cumulative (or hierarchical) so once you get your information entered, step 1 (and eventually step 2) will become easier and easier. In fact – step 1 quickly goes away for most hospitals.

### **The 3 Steps to Using CCPS:**

1. ***Work with Unit Locations*** – This entails entering your units & locations which is done of the first screen on the left hand menu under Step 1 – “Working with Unit Locations”, “Add New Units” and “Edit Unit Locations”.

- Please select all units (on “Add New Units”) that are represented at your hospital and where students may experience clinical.
- Select the units that most closely describes your unit – there may not always be an exact match (keep in mind how the school may search for the availability, by department, if two units closely describe yours)
- Unit locations are optional – a default location of “Not specified” will be assigned by the system
- You may re-use location names – for example, if two units are on “3<sup>rd</sup> floor” each unit may have one or more locations – such as if you had a Med/Surg-General Med/Surg unit on two different floors  
The availability to place students is based on the unit location level – so if you could take a different group of students on Med/Surg-General Med/Surg (3WEST) at the same time as Med/Surg-General Med/Surg (4NORTH), these should be designed as two different locations (rather than 3WEST/4NORTH)
- Units may only be removed if there are no locations or availability tied to them (and availability can only be removed if never requested by a school)

2. ***Work with Unit Schedules*** – In order for schools to know when your hospital units are open for student clinicals, you must create availability for each unit location defined in step 1. By default, the system will help you generate 24/7 availability on either three 8-hour shifts or two 12 hour shifts (on the “Add Unit Schedules” screen). Once this default is created, you have several options for modifying the availability to suit your needs (“Edit Unit Schedules” screen).

- The system will only let you create new availability for a unit location that does not already have availability
- You may select one or more (or all) unit locations at once and create default availability for them at the same time – providing that they have the same basic parameters (shift length, start time, number of students, and comments)
- Please make the “Max # of students” as accurate as possible – schools look at this to determine whether you can accommodate their cohort of students
- Use the Brief Comment section to further describe your unit, indicate what type of students would be accepted there, etc.

- When editing availability, you may change once shift row at a time by typing directly into the fields... or use the Selected checkbox with the Global Edit button to apply the same change to more than one row at a time.
- The Selected checkbox may also be used with the Delete button to remove several shifts of availability at the same time (i.e., if night shift is not an option for students, or not on certain units).
- If your availability remains the same as you move through successive planning cycles, the only update you will need to make is to extend the End Date of all your schedules.
- Regardless of your availability, you will always have the first right of refusal on any requests made by the schools – the system will never automatically accept something just because the unit is showing as available.

**3. Work with Placement Requests** – Once you have defined your availability, schools will be able to find your hospital as a potential match for their cohort and scheduling needs. If they would like to request a rotation at your hospital, the school will select one or more unit locations, one or more shifts, and one or more days of the week. An email will be generated to let you know when there is a request submitted to you, and it will then be available on your screen (“Work with Placement Requests with Availability Calendar” or “Placement Request Summary”) and reports (Placement Calendar and Placement Request Status).

- To view the placement requests for your hospital, use the Work with Placements Requests screen for detailed information about each request or the Placement Request Summary screen to view and respond to all requests from a single page (sorted by school, then cohort). You may filter your view to see only your preferred schools (if you have defined preferred partners in the Maintain Preferred Partners screen) and/or specific date range.

If more than one unit, or more than one shift, was selected for the same cohort, they will show as separate requests in your queue.

#### **Placement Request Summary screen:**

All requests within a specific date range can be viewed at once

- Historical Placement indicator available
- Enter the # of students when accepting if different from the populated max. # of students allowed on the unit
- You can respond to several requests at once by selecting an action (“accepted”, “declined” or “reproposed”) Please note that you are required to choose from a pull-down list
- You can use the drop down menu to place students onto different units within the same department that the schools requested
- Requests will be grouped by school and organized by department, then unit – if you are viewing requests on the Work with Placement Requests screen, be sure to check each unit in the drop-down for the Unit Location within each department (such as Critical Care, med/Surg, etc.)
- To ask schools to make schedule changes and resubmit their request use the “Reproposed” action and comments to communicate.

#### **Placement Request with Calendar Availability screen:**

- For each unit location that you select, the 2<sup>nd</sup> drop-down list will show all of the school requests. When you select one, details will be displayed.
- You cannot accept or decline only a portion of a request – if you accept a request that asked for Mon/Wed/Fri, you will reserve the unit on all three days for that school and

cohort. The system will automatically decline any requests that overlap with something you accept (to prevent a unit from being double-scheduled) unless you have turned off that option on the “Update Agency Details” screen and allow overlap.

- It is a good idea to pull the reports first, especially the Placement Calendar report, before taking action on placement requests – this will give you a quick look at all requests and where they might overlap.

When you respond to a school’s request by selecting the Accept, Decline, or Reproposed button, the school will receive an email from the system notifying them – similar to the email that you received when the requests was made (or withdrawn). The emails are intended only to alert you in case that you are not actively checking the CCPS on your own. You can also add comments during the request/acceptance process.

### **Reporting**

Please make extensive use of the reports to manage your placements – especially the Placement Request Status report to view all the cohort schedules that were requested to your hospital and their status (requested, accepted, declined)

You may also access select information under the School menu – such as coordinator information (List Coordinators), a school’s preferred partners (List Preferred Partners) or where a school has proposed a cohort clinical match to (School Proposals report).

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This is only intended as a Quick Start to get you started with the CCPS. For full details, please refer to the CCPS User Manual on the CCPS home page under Documents. Frequently Asked Questions and quick overview videos are also available (FAQ and Help menus in the black stripe at the top of the page). A quick reference guide to the screens associated with each step is also available on the home page.

Customer Support is available Monday – Friday, 8 am – 5 pm:  
866-325-3222x123  
[ccpshelp@BayAreaNRC.org](mailto:ccpshelp@BayAreaNRC.org)

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