

Centralized Clinical Placement System

Quick Start Guide for School 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 School 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 eventually goes away for most schools.

The 3 Steps to Using CCPS:

1. ***Work with Courses & Cohorts*** – This entails entering your courses & cohort (and making any updates to your school information), all of which is done on the “Work with Courses & Cohorts” screen.
 - Courses can be named in line with the classes you offer as part of the program
 - Cohorts are the groups of students taking those classes that need rotations
 - A cohort can only be placed at one hospital, so if you have 40 students, you might end up with 4 cohorts of 10 students each. If you happen to send all your students to the same hospital but they are spread over multiple units, you could have one cohort of 40 and simply select each of the necessary units
 - Keep your comment information (which is optional) at the highest level possible – for the course if it applies to all cohorts, at the cohort if it is different for each group
 - We recommend keeping your cohort names fairly generic – i.e., no instructor names or dates – so that they are easily reused from one term to the next without additional editing
2. ***Work with Cohort Schedules*** – In order to search for placements that meet your needs, you also need to establish “cohort schedules” – this is where you define time-based information (start/end dates, days of the week, and shifts) for the rotations each cohort requires. The Work with Cohort Schedules screen is where you will go to initially (note the “Create New Schedule” link on that screen. The “Submit” button will create the new schedule but does not submit the proposal.) and also to do any editing and/or deleting. Once you have a standard set of rotations defined by the cohort schedules you have entered (most often, one schedule per cohort for a particular term), you will be able to copy them to new start/end dates for future terms using the Copy Schedules screen.
 - The start and end dates do not need to be exact to the day of the week – in fact, we recommend keeping them general, to define the weeks of the Saturday or Sunday for the end date) – this will ensure that you reserve all days necessary, regardless of what you request at a hospital
 - The day(s) of the week and shift(s) that you select on your schedule are merely a starting point for your search – they will not necessarily represent exactly you request and ultimately schedule for a rotation
 - Feel free to modify the default start/end times that appear when you select a shift from the drop-down if you will not be attending for an entire shift – this will let the hospital know that there is still available time on the shift, should they choose to accept another school for the second half (you might want to also put this in the summary comments area)

3. **Work with Placement Requests** – Requesting new placements: Once you have defined your courses/cohorts and the schedules for them, you can search for and request placements at any of the hospitals using CCPS. Use the “Request Placements” screen to do this and follow the screen instructions and prompts – it will guide you through the process.
- Only one cohort schedule may be proposed at a time, but it can be proposed to several units and/or hospitals at once.
 - A proposal may be edited if it has not yet been accepted and will be scheduled at the first hospital that accepts (all others will then be automatically declined by the system)
 - You may select multiple units within a hospital – if any are acceptable, or in order to request placements for all of the students in the cohort (pay attention to the “Max # of students” indicated by the hospital for each unit)
 - You may select more than one shift for a particular unit – if any is acceptable, or in order to request a 12 hour rotation at a hospital that has defined 8 hour shifts.
 - You may select more than one day of the week (and should select more if you need them) – however, a hospital cannot accept only certain days, so you cannot request all 7 if any two are okay
 - Only days that are available for your entire schedule will be available to select
 - Be sure to use the search filters wisely – i.e., use the “preferred agencies” and/or county filter when looking for med/surg rotation so that you do not get an unmanageable list of results (and to avoid a system timeout, since nearly every hospital has med/surg availability); don’t use the “preferred agencies” filter unless you have selected at least one hospital as preferred on the Maintain Preferred Partners screen; and, only use the Best Matches filter if you are inflexible on which unit, shift and/or days of the week would be acceptable.

Work with Placement Request - Historical Placements

- Multiple historical placements can be requested at the same time using the Historical Placement feature. Pull the School Proposals report to view what’s already requested and avoid duplicate entries. Select the previous placements you’d like to propose and enter the new dates for each request.

When you submit a request to the hospital, they will receive an email from the system notifying them – and upon their action (either accepting or declining your request), you will receive an email alert. The emails are intended only to alert you in the case that you are not actively checking the CCPS on your own. You can also view comments made during the proposal/acceptance process on the View & Edit Proposals screen.

Reporting

Please make extensive use of the reports to manage your schedules and placements – especially the School Proposals report to track where you have made requests and what status they are in. The Work with Placements Requests screen (School Proposals Report) is a great place to quickly check all of your cohort schedules have been proposed, including the details of the proposal and the status (proposed, accepted, declined or repropose).

The Work with Cohorts Schedules screen (Cohort Schedules Report) will display the courses/cohorts you have in the system but won’t show whether the schedules have been proposed to a hospital.

You may also access select information under the Clinical Agency menu – such as coordinator information (List Coordinators) and a hospital has already scheduled placements (Placement Calendar report).

This is only intended as a Quick Start to get you off and running 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, 8am – 5pm:

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