



Wilkes University

PASSAN SCHOOL OF NURSING

Clinical Placement Onboarding

The Placement Team

Student Advisors will...

- Address all student inquiries regarding placement and connect you with appropriate resources
- Monitor and communicate with students regarding clinical clearances and placement information
- Communicate cross-functionally with:
 - Wilkes Administration
 - Placement Specialists

Placement Specialist will...

- Source and identify sites
- Work with the site to acquire preceptor documents and affiliation agreements
- Contact and secure referrals when provided by student
- **NOT** communicate directly to students. This supports streamlined communication through your Student Advisor

! IMPORTANT !

All communication regarding placement will be sent via your Wilkes email address! Please regularly check for communication from the Placement Team and/or your Student Advisor.

Student Sample Email:

FirstName.LastName@wilkes.edu

Placement Process

Step 1:

Complete the Mandatory Clinical Preparation Form and CastleBranch Clearance process by term's deadline



Step 2:

Placement Specialist will contact and prioritize referrals received and source for sites



Step 3:

Student Advisor will notify student of placement opportunities or needs (i.e. request for site interview)



Step 4:

Once a preceptor/site has agreed to precept, the placement specialist will collect required documentation



Step 5:

Placement will be confirmed and visible in InPlace once approved by Graduate Clinical Coordinator

Mandatory Clinical Preparation Form

- The Mandatory Clinical Preparation Form is **REQUIRED** to be completed by **ALL** students regardless of course or current placement status for each term they need placement. This form provides us with the most up-to-date information to ensure appropriate placement.
- To be prioritized for your placement you must submit a referral on your Mandatory Clinical Preparation Form, or through the Referral Submission Form and provide **ALL** information that is asked. However, the Placement team will still source for you if you have not provided a referral, by meeting the term's deadline.
- The Placement Team **WILL NOT** secure placement for students who fail to complete the Mandatory Clinical Preparation Form by the stated deadline.
- Reference the [Tutorial Video](#) found within your [Virtual Welcome Packet](#) for support on completing the form.
 - *Video must be viewed on Google Chrome browser*



Please Prioritize This Task

Clinical Clearances

- All students are **REQUIRED** to be clinically cleared by the term's deadline. A student is clinically cleared when all* items in CastleBranch have been approved (look for the green check marks!). **Note: Please see the FAQ Section of the **APRN Clearance Guide** for further details.*
- Students **CANNOT** be registered for their clinical course if they are not clinically cleared by the term's deadline. Students not clinically cleared will have their courses **DEFERRED** for the term.
- Students **MUST REMAIN** clinically clear throughout their clinical placements by updating expiring clearances. Failure to do so would result in ceasing clinical hours until back in compliance, and/or having next term's courses **DEFERRED**.
- Reference the [CastleBranch Account Creation Video](#) and **APRN Clinical Clearance Guide** for support in becoming clinically clear. Clearance FAQs can also be found within your [Virtual Welcome Packet](#).

- *Video must be viewed on Google Chrome browser*



Please Prioritize This Task

Program Hours

by Track

AGPCNP

- 250 hours- NSG 506
- 250 hours- NSG 515

PMHNP

- 250 hours- NSG 535
- 250 hours- NSG 536

FNP

- 250 hours- NSG 546
- 84 hours- NSG 549
- 250 hours- NSG 547

RN to MSN

- 45 hours- NSG 411

For full details of your program's clinical placement requirements view the Clinical Quick Guides within the [Virtual Welcome Pack](#)

Referrals

Referrals are nurses or physicians with whom you have made a past connection. Before submitting a referral, you should be sure this person is aware you would like them to be your preceptor.

- A referral can be submitted in two ways:
 - Through the Mandatory Clinical Preparation Form or the Referral Submission Form
 - If you have a referral prior to the term's clearance deadline, please submit your referral within your Mandatory Clinical Preparation Form. If your Mandatory Clinical Preparation Form is already complete, and you have since found a referral, please submit through completing the Referral Submission Form.

To ensure you are submitting a viable preceptor for your rotation please refer to your program's clinical quick guide and state authorizations. You can view the Clinical Quick Guides and [State Authorizations](#) within the [Virtual Welcome Pack](#)

Referrals

As a reminder referrals are not required, but submitting a referral by the established deadline will allow you to be prioritized for placement.

- **Benefits of Referrals:**
 - Increased likelihood of confirmed placement
 - Greater compatibility with your schedule
 - A referral can help meet your unique scheduling needs for placement (weekend, location/distance, telehealth, etc.)
 - Hours may be split between multiple referrals to encourage a variety of experiences.

Please note: Referrals are due no later than 4 weeks before start of term. A referral does not guarantee placement until it has been deemed approved by the University and all preceptor paperwork is on file. In cases where referrals are not viable, your Student Advisor will provide updates. Decisions are final and appeals are not permitted.

Email the Placement Team your completed Referral Submission Form (please fully complete)
Reference the Referral Submission Form within your [Virtual Welcome Packet](#)

Paperwork Process

Paperwork Collection

- Placement Specialist collects & reviews required Preceptor Documents:
 - Current Nurse or Doctor's CV/Resume
 - State License
 - RX Prescription License (not required for FNP)
 - Board Certification
- Placement Specialist collects required site Affiliation Agreement (AA)

Submission

- Placement Specialist submits preceptor documentation & AA for approval to the Graduate Clinical Coordinator

Graduate Clinical Coordinator Decision

If **Approved:**

- Placement will be confirmed and visible within InPlace

OR

If **Denied:**

- Student Advisor will reach out to update student of news

Note: The AA is a contract reviewed by both legal teams which in some cases, can take significant time to process.

Preceptor Stipends

- Our initial goal is always to secure a placement for students where payment is not required. We always need to show that we have done our due diligence to secure an unpaid site before we can submit a request for a paid site to administration for approval.
- Students **MUST** accept financial responsibility for any referral submitted in which the site/preceptor requires payment. Wilkes University and the placement team will not reimburse students for preceptor payment.
- To view full details regarding Preceptor Stipends, please view the **Placement SOP** in the [Virtual Welcome Pack](#). In addition, the Placement SOP outlines Student Expectations, Clinical Clearances, Declinations, Referrals, and Mid-Clinical Activity.

InPlace



InPlace Allows You To:

- View your **CONFIRMED** placement(s) via smartphone or desktop
 - Details specific to your agency and preceptor will be listed
- Input your logbook hours/patient encounters – students do NOT utilize Typhon
- Use your home page to quickly check for tasks such as the Mandatory Clinical Preparation Form and notifications
- Upload and download logbook documents, and track your placement schedule
- Reference [InPlace Logbook Instructions](#) and [Student Guide – How to Log Into InPlace](#) for further InPlace support found within your [Virtual Welcome Packet](#)

Website: wilkes-us.inplacesoftware.com

InPlace Support Team: Inplace@onlinenursingdegrees.wilkes.edu

Student Expectations

- Read and understand the Student Handbook and Admissions Application Acknowledgement (AAA) form
- Adhere to Wilkes University dress code
 - Professional business attire
 - White lab coat (except for PMHNP)
 - Wilkes ID badge
- Be flexible in your approach to scheduled hours with your preceptor – students are required to accommodate preceptors' schedules as outlined in your AAA
- Schedule necessary interviews and complete onboarding materials for your preceptor/site within 48 business hours of receiving notice of action required to confirm site.
 - The interview does not need to take place within 48 business hours. The expectation is the student will contact the site to schedule an interview within 48 business hours.
 - The student should follow-up with the Student Advisor to share when the interview has been scheduled, or to notify the Student Advisor if they have any questions.
- Expect a 48-business hour response time when communicating with Student Advisors. Multiple outreach attempts in this timeframe may delay communication.

FAQ

- **Can hours be completed via telehealth?**
 - Please view the Clinical Quick Guide in the [Virtual Welcome Packet](#) for clinical course specific telehealth options.
 - IF telehealth hours are allowed, please know they are not a guarantee.
 - **Will I be expected to travel to rotations?**
- Placement is based on your address provided on your Mandatory Clinical Preparation Form. Please notify your Student Advisor of any changes to the address provided within your Mandatory Clinical Preparation Form at least one term prior to your clinicals. According to Wilkes University policy, placement can be secured up to 125 miles from your residence.
- **What happens if I do not want the placement the team sourced for me?**
 - You have the right to decline placement opportunities by completing the declination form. Please note by declining a placement, you would be required to bring in a viable referral to retain placement for the course.
- **Do I need a compact license or other state licenses?**
 - No, however, it can be helpful to increase alternative placement opportunities.
 - Both you and the preceptor must be licensed in the authorized state of your clinical experience.
- **Can my clinical placement be with my employer?**
 - Yes, however, students cannot be paid for their clinical hours if they are placed at their current place of work. Clinical hours must take place outside of paid working hours. Students may not precept with their current direct supervisor



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Thank You!

The Wilkes Placement Team:
placement@onlinenursingdegrees.wilkes.edu