

Nursing Student Request & Placement Key Dates

Summer 2025 <u>Group Requests Calendar</u>					
Requests open for <u>all</u> partners	Suggested request deadline	Hospital response	Schools release unused placements	Assign students and instructors to placements	Student and instructor onboarding requirements complete
March 3 rd , 2025	March 14 th , 2025	April 18 th , 2025	May 9 th , 2025	3-4 weeks before placement begins *	2 weeks before placement begins
Fall 2025 <u>Group Requests Calendar</u>					
Requests open for <u>all</u> partners	Suggested request deadline	Hospital response	Schools release unused placements	Assign students and instructors to placements	Student and instructor onboarding requirements complete
April 2 nd , 2025	April 16 th , 2025	May 23 rd , 2025	July 16 th , 2025	3-4 weeks before placement begins *	2 weeks before placement begins
Practicum Session Dates					
Summer 2025	Schools may request any date ranges for summer				
Fall 2025	Session 1: Practicum hours must be <u>complete</u> by October 18 th , 2025 Session 2: Practicum hours <u>cannot start</u> earlier than October 19 th , 2025				
<ul style="list-style-type: none">- Hosting students for half a semester is preferred to increase our practicum capacity. If you cannot work within the session dates provided, please reach out to the hospital placement coordinator.- We recommend schools submit practicum requests when group requests open. Practicum requests may be subject to longer review periods by the hospital than group requests due to preceptor availability.					
MWHC and MGUH Student Assignment Deadlines *					
MWHC and MGUH have <u>firm deadlines</u> for students to be assigned to group <u>and</u> practicum placements. All placements without an assigned student by the deadlines below will be re-allocated. Please reach out to MWHC or MGUH if you have any questions.					
Summer 2025	Assign students to MWHC and MGUH summer placements no later than April 18 th , 2025				
Fall 2025	Assign students to MWHC and MGUH fall placements no later than July 28 th , 2025				
General Reminders					
<ul style="list-style-type: none">- Always submit requests using the most accurate onsite dates possible (i.e., only include dates students will be at the facility, not simulation or lab days). If requested dates change, you can edit a pending request or notify us if it has already been accepted.- Accept/reject published placements promptly so we can make efficient use of our clinical space and serve more students.- If students have an issue with scheduling or obtaining hours during a practicum placement, follow the suggested communication route:<ul style="list-style-type: none">o Student → School → Hospital Placement Coordinator → Unito Students are not advised to communicate directly with unit leaders regarding scheduling concerns.o The expectation is for students to obtain hours within their preceptor's schedule, preceptors are limited.					
- Review "Important Tips & Reminders" page before placing requests!					

Important Tips & Reminders

1. ***NEW* request calendar capability allows you to select clinical days on a calendar view.**
 - a. When placing a request, enter placement dates, duration in hours, select "Specify Roster", then toggle to "Calendar" instead of "Weekly Pattern". Click to select dates students will be onsite.
 - b. This tool is especially useful to avoid requesting clinical time during academic breaks, or for every other week group patterns.
2. **Your start date should be the first day students start onsite clinicals, not the first day of the semester.** Avoid including simulation or lab days that may occur earlier in the semester before students are onsite.
3. **If placement start and/or end dates have changed after submitting a request:**
 - a. Edit the request if it is still in pending status
 - b. Notify the hospital coordinator by email if the placement was already published or accepted.
4. **Accept/Reject placements that have been offered to you ASAP** (i.e., placements in "Published" status).
 - a. From your "Academic Dashboard", in the "Placements" widget, you will see "Accept/Reject placements". Provide response for all on this list.
5. **Add students to all accepted placements 3-4 weeks before placement begins*** (students can only begin uploading prerequisites once they have been added to a placement).
 - a. From your "Academic Dashboard", in the "Placements" widget, you will see "no student allocated". Make assignments for each placement on this list.
 - b. If you no longer need a placement, please [withdraw](#) it **ASAP** so we can offer it elsewhere.
 - c. *Different deadlines for MWHC and MGUH placements, see page 1
6. **Add instructors to all group placements 3-4 weeks before placement begins**
 - a. Ensure instructor user accounts are activated to grant them InPlace access. See attached job aid.
7. **Need more help?** Review this [InPlace video for School Coordinators](#), which demonstrates several of the tasks above, and more.
8. **Are you a new school placement coordinator?**
 - a. Register for an InPlace account [here](#)
 - b. View [this training video](#), passcode: h%6JPH2B
 - c. Review [our website](#) for important information related to clinical placements
9. **InPlace assistance**
 - a. Due to volume, we are not able to accept InPlace help requests via email.
 - b. If the issue is any of the following listed below, school coordinators, not the student, must enter a ticket with InPlace via their Education Provider (EP) Support Portal to get assistance
 - i. List of items appropriate for InPlace EP Support Portal:
 1. Login issues
 2. Advanced troubleshooting and complex technical issues requiring specialized knowledge
 3. Providing support with bulk uploads to InPlace Network
 4. Troubleshooting system integration issues
 5. Addressing technical problems with the online forms and workflows tool
 6. Providing support with the document library or communication templates
 7. Resolving issues with displays or filters
 - ii. Access the EP Support Portal [here](#). You must have a support portal account to enter, you can register for one [here](#).
 - iii. The EP Support Portal is not available to students. School coordinators must submit support tickets on students' behalf.
 - c. If the issue is not listed above, students or school coordinators may enter a ticket with our team [here](#).
10. **SiTEL assistance**
 - a. Contact SiTEL Help Desk: 855-745-1861 from 8 a.m. to 5 p.m. Eastern time (Monday-Friday) or send an email to helpdesk@email.sitel.org
 - b. Troubleshooting steps to try while waiting for response from SiTEL Help Desk:
 - i. First, ensure your account is linked to the MedStar Student Partnership. You can verify this by logging into SiTEL and seeing what is in the upper right corner near your account information. If it does not say "MedStar Student Partnership", that means you likely registered incorrectly. Please add the Student Partnership to your account. Follow instructions closely to avoid additional errors. Instructions [here](#).
 - ii. Other SiTEL resources can be found [here](#).
 - iii. ****Please Note**** SiTEL accounts must be approved by our administrators for you to be enrolled in the correct modules. SiTEL account approvals only occur Monday-Friday during normal business hours and may take several business days. You will receive an email when your account is approved.

We look forward to hosting your students this summer and fall!