WFH Electronic Student Clinical Placement Program
# Table of Contents

School Coordinator ................................................................. 3  
  How to logon ........................................................................ 3  
  Review the School Coordinator Home Page ........................... 4  
  How to submit a clinical request ............................................ 5  
  How to enter an instructor .................................................... 7  
  How to view the school’s clinical requests ............................... 9  
  How to view the details about a specific clinical request .......... 10  
  How to view the status of a clinical request ............................ 11  
  How to edit a clinical request ............................................... 12  
  How to cancel a clinical request ........................................... 14  

Once a clinical request has been approved: ............................. 17  
  How to add students to a clinical request ............................... 17  
  How to verify background checks and health requirements for students and instructor ................................................... 21  
  How to send an orientation email to an instructor and student ....... 24  
  How to view student’s acknowledgement questions .................. 26  
  How to view an instructor’s acknowledgement questions ............ 28  
  How to notify the WFH Coordinator that instructor and student confirmations are completed ........................................... 30  

Instructors .............................................................................. 32  
  How to logon ........................................................................ 32  
  Instructor Home Page ............................................................ 33  
  How to add a clinical request ............................................... 34  
  How to edit a clinical request ............................................... 36  
  How to view a clinical request ............................................... 38  
  How to view the status of a clinical request ............................ 40
How to add students to a clinical request ............................................ 41
How to answer the acknowledgement questions.................................. 44
Department Orientation ...................................................................... 45

Students ............................................................................................ 46

How to logon ....................................................................................... 46
How to answer the acknowledgement questions .................................. 47
School Coordinator

How to logon

Go to the ESCPP Login page.
Enter your assigned User Name and Password, and then click **Log In**.
Review the School Coordinator Home Page

After logging in, you’ll see the **Coordinator Home** page. This page has links to the functions you use as a school coordinator:

- Add Instructor
- Request a New Clinical
- View all Clinical Requests
- View all Instructors and Coordinators
How to submit a clinical request

On the home page, click Request a New Clinical.

On the Clinical Request Form, enter information in the text fields and make appropriate selections for the other fields.

**Note:** the fields marked with a red asterisk are required.

When you have completed the form, click Submit.
The **Clinical Request Details** page displays, showing that the **Status** of the request is **Pending**.

A Wheaton Franciscan Healthcare administrator will review your request. You will receive an email indicating whether the request was approved or denied.
How to enter an instructor

On the home page, click **Add Instructor.**

On the **Add New Instructor** form, your school name automatically displays in the **School** field.

Enter the instructor information in the text fields, and then click **Create.**
A message displays that the instructor account has been successfully created. Click **Continue**.
How to view the school's clinical requests

On the home page, click View all Clinical Requests.

The Clinical Request History page lists all past and present clinical requests for your school.
How to view the details about a specific clinical request

On the home page, click **View all Clinical Requests**.

On the **Clinical Request History** for your school, click the **Course Name** for the clinical request you want to view.

The **Clinical Request Details** page displays information about the clinical request.
How to view the status of a clinical request

Open the Clinical Request Details page for the clinical request you are reviewing.

The Status of the clinical request may be:

- **Pending** (waiting for review)
- **Approved** (the clinical request has been approved)
- **Denied** (the clinical request has been denied)
- **Cancelled** (the clinical request was cancelled)
- **Finished** (the clinical request has completed)
- **Sent to IS** (the WFH network access request has been submitted)
- **Completed by IS** (the WFH network access request is completed)
How to edit a clinical request

**Note:** You can edit a clinical request only when the status is **Pending**. After a clinical request is **Approved**, contact the WFH Coordinator.

Open the **Clinical Request Details** page for the clinical request you are editing.

Under **Actions for this Clinical Request**, click **Edit Clinical Request**.
The **Edit Clinical Request** page opens. Make appropriate changes in the text and selection fields. When complete, click **Update** to save your changes.
How to cancel a clinical request

**Note:** You can cancel a clinical request only when the status is **Pending**. After a clinical request is **Approved**, contact the WFH Coordinator.

Open the **Clinical Request Details** page for the clinical request you are reviewing. Under **Actions for this Clinical Request**, click **Cancel Clinical Request**.
On the **Cancel Request** page, enter the reason you are cancelling the request, then click **Cancel the Request**.

Click **OK** to confirm the cancellation.
On the **Clinical Request Details** page, the **Status** of this request is now **Cancelled**.
Once a clinical request has been approved:

How to add students to a clinical request

Open the Clinical Request Details page for the clinical request to which you are adding students.

Under Actions for this Clinical Request, click Add Students to this clinical.
Enter the student information in the **Add Student To Class** form. When you are done, click **Insert**.
The student’s name now appears in the **Student List** for this clinical.

Click the **Send Email** button to send a notification to the student that she or he must complete the orientation requirements. A green checkmark icon then appears in the **Email Sent** column.
Verify the student information, then click **Send Email**.
How to verify background checks and health requirements for students and instructor

Open the Clinical Request Details page for the clinical request you are reviewing.

Under Actions for this Clinical Request, click

- Confirm Students' Status/Send Student Email
- Confirm Instructor Status/Send Instructor Email
**For a Student**: On the **Student Confirmations** page, verify the background checks and health requirements information for this student. For each section, click the checkbox to confirm the information.
For an Instructor: On the Instructor Confirmations page, verify the background checks and health requirements information for the instructor. For each section, click the checkbox to confirm the information.
How to send an orientation email to an instructor and student

When a clinical request has been approved, send an orientation email to the instructor. Open the Clinical Request Details page of the clinical request for the instructor you are sending an orientation email to.

Under Actions for this Clinical Request, click Confirm Instructor Status/Send Instructor Email.
Click **Send Email** to notify the instructor that she or he must complete the orientation requirements.

Verify the instructor information, then click **Send Email**.
How to view student’s acknowledgement questions

Open the Clinical Request Details page for the clinical request you are reviewing. Under Actions for this Clinical Request, click Confirm Students’ Status/Send Student Email.
On the **Students List** page, the **Orientation Confirmation** column shows a green checkmark icon when a student has completed the student orientation questions.
How to view an instructor’s acknowledgement questions

Open the Clinical Request Details page for the clinical request you are reviewing. Under Actions for this Clinical Request, click Confirm Instructor Status/Send Instructor Email.
On the **Instructor Status** page, the **Orientation Confirmation** column shows a green checkmark icon when the instructor has completed the instructor orientation questions.

![Instructor Status Page](image)

### Instructor Status

The School Coordinator needs to confirm the background check and health requirements for the instructor. To confirm the instructor, click the "Percent Completed" link under the "Confirmation Status" column. When you do, a screen with check boxes is shown. Read the Confirmation Statements, and confirm that statements pertaining to the instructor are true.

<table>
<thead>
<tr>
<th>Name</th>
<th>Confirmation Status</th>
<th>Orientation Confirmation</th>
<th>Email Sent</th>
<th>Send Instructor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellanger, Susan</td>
<td>not started</td>
<td>✓</td>
<td>✓</td>
<td>Send Email</td>
</tr>
</tbody>
</table>
How to notify the WFH Coordinator that instructor and student confirmations are completed

Once the instructor and all students have been confirmed, click the **Return to Clinical Detail Page** button from either the student or instructor confirmation page.
Under **Actions for this Clinical Request**, click **Notify WFH Coordinator**.

### Clinical Request Details

You are on the "Clinical Request Details Screen". This screen allows you to:

1. Add/remove students from a Clinical.
2. Confirm each student’s status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor’s status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.

Use the "Actions for this Clinical Request" on the right side.

<table>
<thead>
<tr>
<th>Clinical Details for Nursing Care Through the Lifespan (06/25/2012 - 08/03/2012)</th>
<th>Actions for this Clinical Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School</strong></td>
<td><strong>Add Students to this Clinical</strong></td>
</tr>
<tr>
<td><strong>Date Submitted</strong></td>
<td><strong>Confirm Students’ Status</strong></td>
</tr>
<tr>
<td><strong>Submitted By</strong></td>
<td><strong>Send Student Email</strong></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td><strong>Confirm Instructor Status/Instructor Email</strong></td>
</tr>
<tr>
<td><strong>School Term</strong></td>
<td><strong>Notify WFH Coordinator</strong></td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td><strong>Return to List of All Clinicals</strong></td>
</tr>
<tr>
<td><strong>Number of Estimated Students</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Site</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
</tbody>
</table>
Instructors

How to logon

Go to the ESCPP Login page.

Enter your assigned User Name and Password, and then click Log In.
Instructor Home Page

After logging in, you’ll see the **Coordinator Home** page. This page has links to the functions you use as a instructor:

- **Make a New Clinical Request**
- **View my Clinical Request History**
- **Orientation Confirmation**
How to add a clinical request

On the home page, click **Make a New Clinical Request**.

On the **Clinical Request Form**, enter information in the text fields and make appropriate selections for the other fields.

**Note**: the fields marked with a red asterisk are required.

When you have completed the form, click **Submit**.
The Clinical Request Details page displays. The Status of the request is Pending. A Wheaton Franciscan Healthcare administrator will review your request. You will receive an email indicating whether the request was approved or denied.
How to edit a clinical request

**Note**: You can edit a clinical request only when the status is **Pending**. After a clinical request is **Approved**, contact the WFH Coordinator.

Open the **Clinical Request Details** page for the clinical request you are editing.

Under **Actions for this Clinical Request**, click **Edit Clinical Request**.

![Clinical Request Details](image)

1. Add/remove students from a Clinical.
2. Confirm each student’s status (background check & health requirements).
3. Review if each student has logged in and confirmed the orientation requirements.
4. Confirm the instructor’s status (background check & health requirements).
5. Review if each instructor has logged in and confirmed the orientation requirements.
6. Send email to student and instructor to log in and confirm clinical.

Use the "Actions for this Clinical Request" on the right side.
The **Edit Clinical Request** page opens. Make appropriate changes in the text and selection fields. When complete, click **Update** to save your changes.
How to view a clinical request

On the home page, click **View my Clinical Request History.**

The **My Clinical Request History** page lists all past and present clinical requests you have created.

Click the **Course Name** for the clinical request you want to view.
The **Clinical Request Details** page displays information about the clinical request.

### Clinical Details for Clinical II (06/12/2011 - 10/14/2011)

<table>
<thead>
<tr>
<th>School</th>
<th>University of Wisconsin - Milwaukee (UWM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submitted</td>
<td>5/13/2011 8:36:13 AM</td>
</tr>
<tr>
<td>Submitted By</td>
<td>Zinda, Jana</td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
</tr>
<tr>
<td>School Term</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Course Number</td>
<td>NF-Clinical II</td>
</tr>
<tr>
<td>Number of Estimated</td>
<td>4 (Add students)</td>
</tr>
<tr>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Site</td>
<td>WH - St Joseph</td>
</tr>
<tr>
<td>Department</td>
<td>Nursing</td>
</tr>
<tr>
<td>Start Date</td>
<td>06/12/2011</td>
</tr>
<tr>
<td>Stop Date</td>
<td>10/14/2011</td>
</tr>
<tr>
<td>Number of Hours/Week</td>
<td>Sunday - -</td>
</tr>
<tr>
<td></td>
<td>Monday - -</td>
</tr>
<tr>
<td></td>
<td>Tuesday - 7:00AM - 11:00AM</td>
</tr>
<tr>
<td></td>
<td>Wednesday - -</td>
</tr>
<tr>
<td></td>
<td>Thursday - 7:00AM - 11:00AM</td>
</tr>
<tr>
<td></td>
<td>Friday - -</td>
</tr>
<tr>
<td></td>
<td>Saturday - -</td>
</tr>
<tr>
<td>Instructor to accompany Class</td>
<td>-</td>
</tr>
<tr>
<td>Preceptor Needed</td>
<td>-</td>
</tr>
<tr>
<td>Student Level</td>
<td>Junior - 3rd Semester</td>
</tr>
<tr>
<td>Area of Study</td>
<td>14 Nursing (RN)</td>
</tr>
<tr>
<td>Instructor</td>
<td>Zinda, James</td>
</tr>
<tr>
<td>Requested ADU Access</td>
<td>(Milwaukee Only)</td>
</tr>
<tr>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>-</td>
</tr>
<tr>
<td>Comments</td>
<td>-</td>
</tr>
</tbody>
</table>
How to view the status of a clinical request

Open the Clinical Request Details page for the clinical request you are reviewing. The Status of the clinical request may be:

- **Pending** (waiting for review)
- **Approved** (the clinical request has been approved)
- **Denied** (the clinical request has been denied)
- **Cancelled** (the clinical request was cancelled)
- **Finished** (the clinical request has completed)
- **Sent to IS** (the WFH network access request has been submitted)
- **Completed by IS** (the WFH network access request is completed)
How to add students to a clinical request

Open the Clinical Request Details page for the clinical request to which you are adding a student.

Under Actions for this Clinical Request, click Add Students to this clinical.
In the **Add Student Information** form, enter the information for the new student. Click **Insert**.
The new student now appears in the student list for this clinical request.

When you have finished entering new students, click **I am done with adding students** to return to the **Clinical Requests Details** page.
How to answer the acknowledgement questions

When a WFH Coordinator sets you up in the ESCPP system, you will receive an email with a link to the **School Instructor Confirmation for requesting Student Clinicals** page.

Follow the instructions to complete the orientation to Wheaton Franciscan Healthcare. When you complete a step, click the checkbox. When you have completed all the steps, click **I Agree**.
Department Orientation

In addition to the online orientation, you must complete a Department Orientation and return the **Department Orientation Checklist** to the WFH coordinator.

A **Department Orientation Checklist** is needed for all of your students as well.
Students

How to logon

When your school registers you for a Wheaton Franciscan Healthcare Clinical, you will receive an email with a link to the WFH **Student Clinical Confirmation** page.

Enter your first name, last name, and email address, and then click **Authenticate**.
How to answer the acknowledgement questions

When you log in, the **Student Orientation Confirmation** page opens. Follow the instructions for your online orientation to Wheaton Franciscan Healthcare. When you complete a step, click the checkbox. When you have completed all the steps, click **Submit**.

After you click **Submit**, the **Confirmation Successful** page opens.
## Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>08/03/2011</td>
<td>Initial publication</td>
</tr>
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</table>