

The Placement Clearance Dashboard is designed to help schools efficiently monitor and manage all activities required to ensure students are prepared for their placements. All essential tasks that need completion before students can begin their placements are consolidated in one place, making the process seamless and transparent.

Preparation Period:

- **6 to 8 Weeks Before Rotations Begin**

Schools start regularly monitoring the Placement Clearance Dashboard to identify any pending tasks.

- **Interventions and Reminders:**

Schools can take proactive measures, such as sending reminders to students or intervening directly to address delays or missing items.

The Placement Clearance Dashboard is a dynamic tool designed to streamline the clearance process, ensuring students are fully prepared and compliant with all requirements before starting their rotations.

1. Select Placements from your left menu.



2. Select the Course to set-up a wishlist by clicking on the course name. You can use the filter option to quickly find what you are looking for.

Course Offerings

To make placements, select an individual course offering below or select a group on the left to place for multiple course offerings at once.

Placement Groups [+ Add Group](#)

- Class of 2024
- Class of 2023
- Class of 2021
- Class of 2022*

Course number Search

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT
DPT 950	Clinical Practice IV*	2023 - 2024	3rd Year	Spring	Class of 2024
DPT 900	Clinical Practice III*	2023 - 2024	3rd Year	Spring	Class of 2024
DPT 850	Clinical Practice II*	2022 - 2023	2nd Year	Summer	Class of 2024

3. If you'd like to manage placements for multiple courses, select your placement group and click Placements for Group.

The screenshot shows the 'Placement Clearance' dashboard. On the left, a sidebar lists 'Class of 2023' with a red box around it. The main area shows 'Class of 2023' with a red box around the 'Placements for Group' button. Below this is a search bar and a table of course offerings.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select Placement Clearance from the banner at the top of the page.

The screenshot shows the 'Placement Clearance' dashboard with a red box around the 'Placement Clearance' button in the top navigation. Below is a table listing students and their placement details.

PLACEMENT ID	STUDENT NAME	COURSE OFFERING	ROTATION	PLACEMENT DETAILS	PUBLISH DATE	LOCATION	COMPLIANCE
PM00001411	Blair, Osvaldo	NUR Demo 299 - Anesthesiology (Curriculum Mapping)*, 2023 - 2024, Year 1, Winter, BSN Students*	Med Surg 1 - Wednesdays*	SICU 05/01/2024 - 05/31/2024	11/14/2024	Blossomvale Clinic - SICU (Geocoding Enabled) Rosemead, CA	Some Action Needed
PM00001438	Blair, Osvaldo	NUR Demo 299 - Anesthesiology (Curriculum Mapping)*, 2023 - 2024, Year 1, Winter, BSN Students*	Med Surg 1 - Thursdays	Setting not assigned 09/01/2022 - 11/30/2022	-	Action Physical Therapy Inc SACRAMENTO, CA	Some Action Needed
PM00001446	Blair, Osvaldo	NUR Demo 299 - Anesthesiology (Curriculum Mapping)*, 2023 - 2024, Year 1, Winter, BSN Students*	Med Surg 1 - Thursdays	Emergency 09/01/2022 - 11/30/2022	-	Alliance Medical Center - Med Surg (Geocoding Enabled)* Los Angeles, CA	Some Action Needed
PM00001412	Booker, Sanai	NUR Demo 299 - Anesthesiology (Curriculum Mapping)*, 2023 - 2024, Year 1, Winter, BSN Students*	Med Surg 1 - Wednesdays*	SICU 09/01/2022 - 11/30/2022	03/25/2022	Blossomvale Clinic - SICU (Geocoding Enabled) Rosemead, CA	Some Action Needed
PM00001447	Booker, Sanai	NUR Demo 299 - Anesthesiology (Curriculum Mapping)*, 2023 - 2024, Year 1, Winter, BSN Students*	Med Surg 1 - Thursdays	Emergency 09/01/2022 - 11/30/2022	-	Alliance Medical Center - Med Surg (Geocoding Enabled)* Los Angeles, CA	Some Action Needed
PM00001455	Booker, Sanai	NUR Demo 299 - Anesthesiology (Curriculum Mapping)*, 2023 - 2024, Year 1, Winter, BSN Students*	Med Surg 1 - Wednesdays*	SICU 09/01/2022 - 11/30/2022	-	Olyleus Hospital Center - SICU Midland, TX	Some Action Needed

5. Here, the you will see a list of all the students and their placement details in the selected course offering/ placement group

6. You can search by Student name, location

The screenshot shows a search bar with a magnifying glass icon and the text 'Search'. The search bar is highlighted with a red box.

- 7.
- 8. You can bulk download all student compliance requirements for a given course or placement group.



9. You can filter  by course offering, Rotation, Setting, Requirement Upload Status, Contact, Student Attributes, Preceptor CV, Preceptor License, and Preceptor Certification

× Filters

Apply

Reset all

Select all

Course Offering

NUR Demo 212 - Leadership and Professional Practice (Curriculum Mapping)*, 2023 - 2024, Year 1, Fall, BSN Students*

Rotation

NUR Demo 299 - Anesthesiology (Curriculum Mapping)*, 2023 - 2024, Year 1, Winter, BSN Students*

Setting

Requirement Upload Status

Contract Status

Student Cohort

Student Group

Student Tags

Student Category

Student Campus

Preceptor CV

Preceptor Licensure

Preceptor Certification

10. Each of the columns will allow you to track different statuses under each column

11. The **Requirement Upload Status** column helps track the progress of student document uploads. The following statuses are displayed:

Approved

1. **Approved:**

- All required documents have been uploaded and approved.

Get Started

2. **Get Started:**

- No documents have been uploaded yet.
- By clicking on this status, administrators can upload documents on behalf of the students.

3. **Not Applicable** **Not Applicable (NA):**

- Indicates that the site or location does not require additional documents.

4. **Action Required** **Action Required:**

- At least one document is either pending upload, not approved, or needs further attention.

12. The **Contract Status** column provides insights into the agreements necessary for placements. The statuses include:

1. **Valid Contract** Valid Contract:

- All associated contracts for the site and location are valid.

2. **Needs Attention** Needs Attention:

- A contract is either missing, invalid, or nearing expiration.

13. The **Compliance Status** column tracks the status of compliance-related requirements for students. The statuses are as follows

1. **No Docs Started** No Docs Started:

- The student has not uploaded any compliance documents.

2. **Some Action Needed** Some Action Needed:

- One or more compliance documents are either missing, not approved, or need attention.

3. **All Docs Approved** All Docs Approved:

- All required compliance documents have been uploaded, approved, and are valid for the placement period.

14. Preceptor CV, Licensure, and Certifications

The dashboard includes specific columns to track the status of required documents for preceptors, allowing schools to monitor compliance efficiently. Each column indicates one of three possible statuses:

1. Missing:

- Indicates that the document is missing and needs to be submitted.
- Schools may need to follow up with preceptors to ensure the missing documents are provided.

2. Exists:

- Confirm that a document has been submitted.
- Schools can review the document to ensure it meets the requirements.

3. **NA (Not Applicable):**

- Indicates that the document is not required for a particular preceptor based on specific criteria or exceptions.