Requesting Placement via My Request

Prism

Your program may collect placement preferences using the feature My Request. My Request is a type of wishlist that allows you to submit entries to be considered for a placement with clinical sites.

When attempting to search for a clinical location in the "Explore Clinical Location" section, it is essential to verify that the same terminology and address are used. If you encounter difficulty finding a record, it could be due to the location being a new placement site. In such instances, the school may need to contact the site to arrange a placement for you. If this situation arises, please proceed directly to the "Raising a Placement Request" section.

🏛 **Explore Clinical Locations**
Find and learn more about the clinical sites associated with your academic program
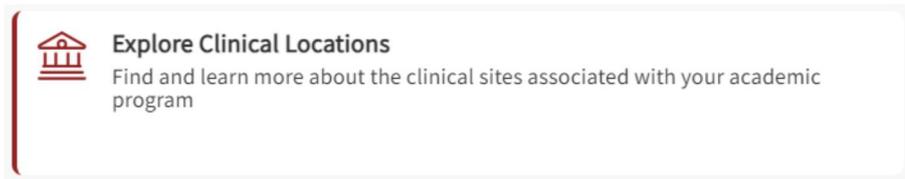
Please be aware that this feature allows you to view the site name or address information on the map.
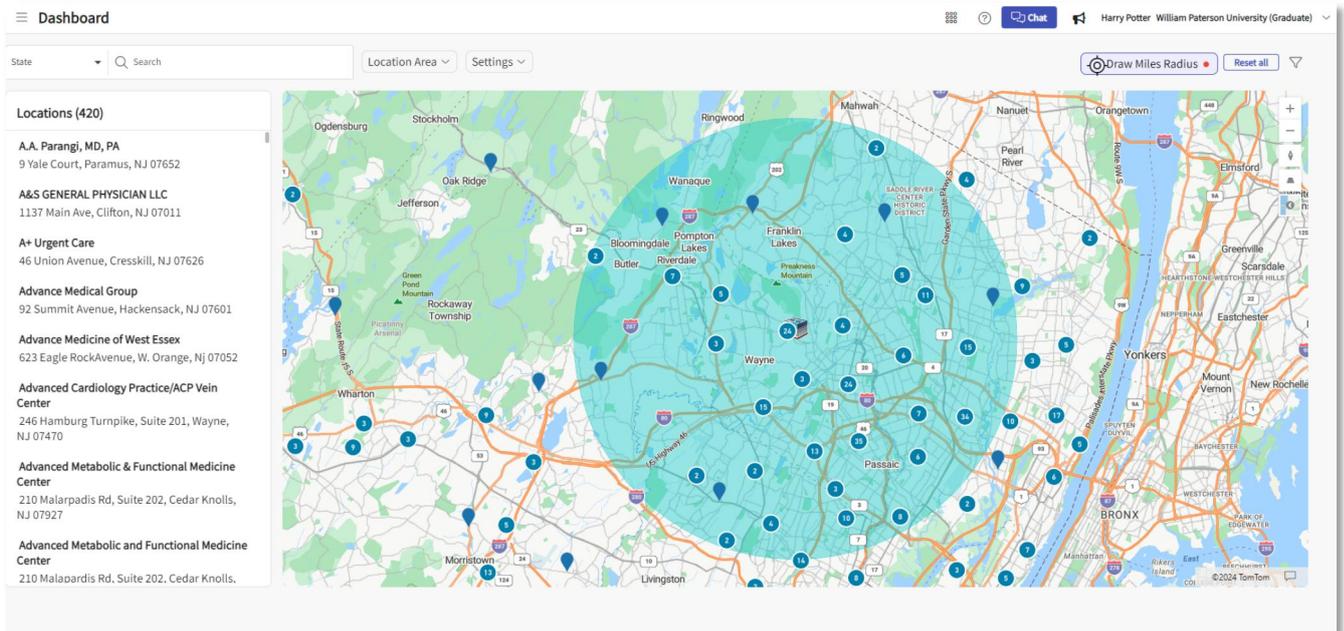
Raising a Placement Request:

1. After logging in, the student should click on the Coursework tile.
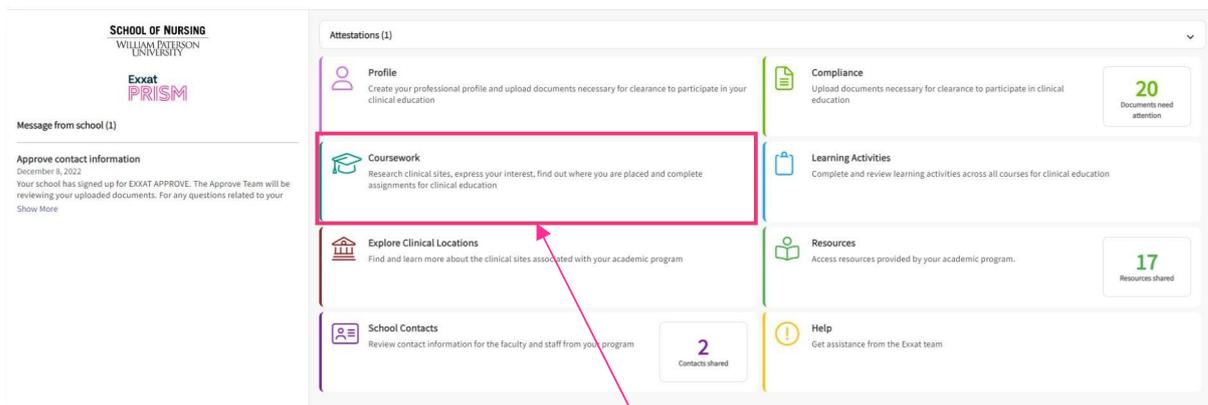
Click on the Coursework

2. Select the placement that you need to complete a My Request form for by clicking View Details

Click on View Details button

3. You will find a My Request section towards the bottom of the page.
a. You will see a minimum and maximum number of requests you are able to make for each course. These limits have been set by your program.

Minimum and Maximum placement request a student can rasie

My Requests

My Request   Closes on Mar 31st, 2024 6:30 AM EST
Minimum required - 1   Maximum allowed - 4
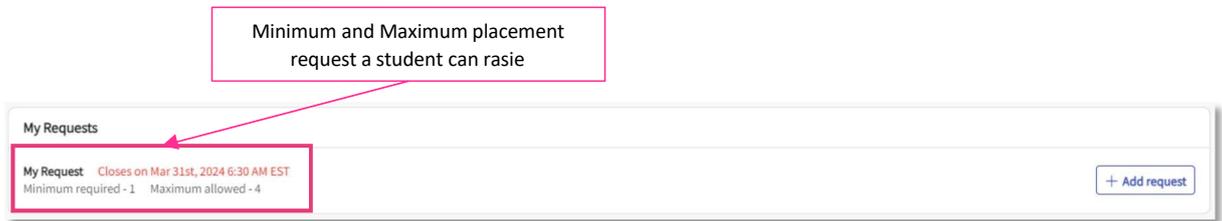
+ Add request

4. To initiate a request, click +Add Request.

Click on + Add Request

My Requests

My Request   Closes on Mar 31st, 2024 6:30 AM EST
Minimum required - 1   Maximum allowed - 4

+ Add request
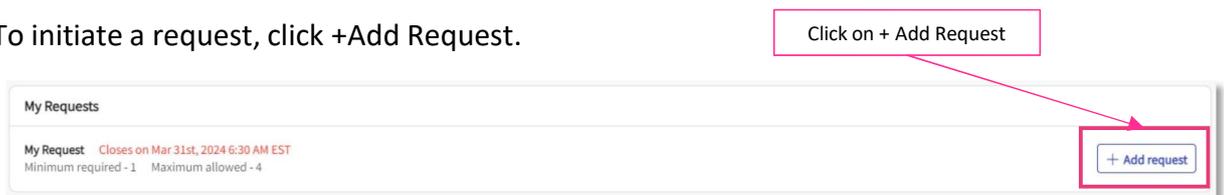
5. Instructions your school has written to help you in completing this request form are minimized by default but can be viewed by clicking View Instructions on the right side of the blue bar at the top of the page.

Instruction   View Instruction

Click on on View Instruction
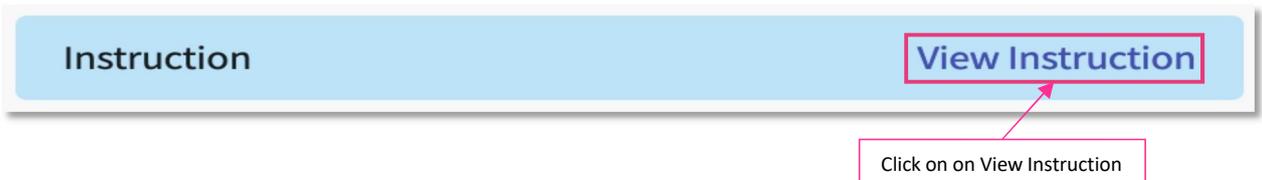
6. The request form will contain multiple sections. Click Submit once done to finalize your request and send it to your school. Once you Submit, you will not be able to edit the form.

   a. You can always Save your progress and complete the form at a later time.

   b. You can wipe the form clean to start over by clicking Clear All.

   Save or submit the placmenet Request form.

   c. Please note, the sections you see may differ from those in the screenshot below.

← My Request | Rotation [Mar 1, 2024 - Aug 31, 2024]

Clear All   Save   Submit

Basic Information   ⌄
Location Information   ⌄   Comments   +
Preceptor Information   ⌄
Additional Details (Optional)   ⌄
Additional Documents (Optional)   ⌄   No comments added click + button to add comments
Additional information   ⌄
Self Placement Graduate Student Attestation   ⌄

Expland the drawer to view all the fields to be completed.

d. Whole Placement Request form.

Clear All   Save   Submit

Basic Information ︿

Year *

Course *

Term *

Type of Program *

Speciality *

Duration(Hours) *

Comments +

No comments added click + button to add comments

Location Information ︿

Location Name *

Site Name

Contact First name *

Contact Last name *

Email *

Business phone *

Business fax

Website

Address Line 1 *

Address Line 2

City *

State *

Zip code *

Preceptor Information ︿

Prefix

Credentials *

First name *

Last name *

Business phone *

Mobile phone

Email *

License Number *

Board Certification Body *

Board Certification Expiration Date

Board Certification Document (Only for NP Preceptors)

⬆ Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm,.ppt,.rtf,.xls,.docm,.bmp,.csv,.gif,.tiff,.mp4
You can only upload files with file size under 10 MB.
We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

Preceptor CV

⬆ Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm,.ppt,.rtf,.xls,.docm,.bmp,.csv,.gif,.tiff,.mp4
You can only upload files with file size under 10 MB.
We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

Additional Details (Optional) ︿

Additional Comment

Additional Documents (Optional) ︿

Upload Document

⬆ Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm,.ppt,.rtf,.xls,.docm,.bmp,.csv,.gif,.tiff,.mp4
You can only upload files with file size under 10 MB.
We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

Additional information ︿

Student Employment
Are you(the student) employed by this clinical location?*
○ No ○ Yes

Self Placement Graduate Student Attestation ︿

Student Agreement*
I understand that this information is required of all students prior to going to any clinical/practicum site/location. I further understand that my preceptor's license must be current, free from any stipulations, and not encumbered in any way. This will be validated immediately prior to beginning my clinical/practicum. I will work to have a backup site/preceptor in case my preceptor's license becomes encumbered in any way. My choice below indicates that I
☐ have fulfilled all the immunization and certification requirements and will remain in compliance all throughout my clinical experiences, and that the information provided herein is complete and accurate. By checking this box I AGREE:

Student License*
I do not have an encumbered nursing license in ANY STATE. By clicking 'I agree,' I am attesting that my nursing licensure is current (not expired) and unencumbered without stipulations, disciplinary action, or restrictions of any
☐ kind. If you cannot attest to this statement and therefore cannot complete this proposal survey, please notify your clinical coordinator. By checking this box I AGREE

Student Enrollment*
I understand that I am required to enroll in the appropriate clinical practicum course at William Paterson Nursing. If I fail to register and pay for the appropriate course, my hours will not count and I will need to repeat all logged
☐ hours. An approved placement does not mean that I am enrolled in the course.

7. Once you have saved or submitted a request, your program will be able to review them. As your program reviews them, you will receive updates via email.

8. The status may change to any of the following:

   a. Placement Confirmed: Your school has completed their review and secured a clinical placement for you with the requested clinical site or preceptor.

   b. Request Not Approved: our school has completed their review of your request and will not be able to secure a clinical placement for you with the requested clinical site or preceptor.

   c. Need More Information: Your school needs additional details, make sure to review comments provided.

When students click on the location name for which they've submitted a placement request, they can monitor the status of all sections.

9. To view any comments provided by your school or add comments for them to view, click on the site request. The form will show you to latest comment, but you can click on View all Comments to see all updates. To add a comment, click on the + icon.

Students have the ability to see comments from the school in the Comments section.