

Instructions for completing the blank template

All grid fields highlighted in yellow must be filled out. Certain fields require selection from a drop-down list, answers not selected from the list will be rejected as invalid.

1. Program ID
 - a. Select the type of program from the drop down menu.
2. Term ID
 - a. Drop down list.
 - b. Select from – Fall, Winter, Spring, Summer
3. Year
 - a. Enter the year for the corresponding school term
 - b. i.e. – 2008, 2009.
4. Start Date
 - a. Enter the chronological start date for the clinical rotation.
5. End Date
 - a. Enter the chronological end date for the clinical rotation.
6. Clinical Site ID
 - a. Enter the name of the Clinical Facility hosting the placement.
7. Type ID
 - a. Select the appropriate rotation type from the drop down menu.
 - b. If no option matches the rotation type, leave blank and enter in the comments section at the end of row.
8. Unit ID
 - a. Provides additional details on the type of unit.
 - b. i.e. -If the rotation type ID is 'OB', the unit ID might be 'Labor/Delivery' or 'Mother/Baby'.
9. Number
 - a. Enter the number of students per rotation.
10. Total hours per student
 - a. This field is optional. You may enter the number of credit hours the student receives.
11. College Site ID
 - a. Enter the name of the college or university the students are coming from.
12. Inst or Course
 - a. This field is optional. You may enter the name of the instructor or course.

- b. i.e. – Nursing 220
- 13. Level ID
 - a. This field is optional. You may enter the desired level of student for the rotation.
 - b. i.e. – Advanced, Fourth Year, etc.
- 14. Rotation Type ID
 - a. Select the appropriate choice from the drop down menu.
 - b. If your option is not available, leave blank and enter in comments section at the end of row.
- 15. Shift
 - a. Enter the shift hours for the rotation.
 - b. i.e. – 7:00am – 3:00pm
- 16. Days
 - a. Select the days of the week the rotation takes place and enter whether the rotation is a day shift (D), evening (E), Night (N), etc.
- 17. Status ID
 - a. Select the appropriate status from the drop down menu.
 - b. If the appropriate option is not available, leave blank and enter in comments section at end of row.

Instructions for Completing the Blank Template (supplement)

Field	Definition	Instructions
PROGRAM	Refers to type of educational program.	Select the corresponding program that applies to the rotation. For example: RN (BSN & ADN), LPN, or APN. Additional programs to be added in the future.
REGION	Defines regions of the State	Select the region which applies to the location of your hospital or school. For example: Northeast (NE)
TERM	General reference to the academic calendar based on semesters or quarters.	Options include Fall, Winter, Spring, Summer. Please select corresponding term.
YEAR	Year of placement.	i.e. - 2008, 2009, etc.
START DATE	Actual date student(s) begins clinical rotation.	i.e. - 01/10/2008
END DATE	Actual date student(s) rotation ends.	i.e. - 04/22/2008
CLIN_SITE	Name of clinical facility (location) for the student placement, including health departments, outpatient clinics, etc. Abbreviations are defined and used to reduce column size.	Please enter the name of the clinical facility in its entirety. The program manager will apply the corresponding abbreviation prior to entering the rotation in the system.
TYPE	General descriptor for the patient population of the unit assigned. Education Partners and Faculty use this for placement searches.	Please select from the drop down menu the selection that best describes the rotation type. i.e. - OB, Peds, MedSurg, etc.
UNIT	Physical location within clinical site, whether hospital unit or health department/LTC facility location.	This field can be the same as the "Type" field, or a more specific area. i.e. - 3 Center, 4 West, etc.
NUM	Number of students for this rotation	Please enter the total number of students in the rotation. This is a required field.
TOT.HRS PER STU	Total clinical rotation hours per student for the placement	This is an optional field.
COLLEGE SITE	Name of Educational facility (College, University). Abbreviations are defined and used to reduce column size.	Please enter the name of the educational facility in its entirety. The program manager will apply the corresponding abbreviation prior to entering the rotation in iCRSP.
INST OR COURSE	Course number listed. Instructor name may be included as well.	This is an optional field.

LEVEL	Student clinical level for this placement	Please enter a level for student ability. i.e. – Advanced, Intermediate, 1 st year, etc.
ROT TYPE	Type of student rotation. May choose to include educational learning models, particularly valuable for tracking stats.	Examples: Group (cohort), Precept, Observation, etc. Please select applicable type.
SHIFT	Lists specific shift hours. Continue to use day shift codes.	Example: 0700-1500 for a 7a-3p day shift.
M -Su	Days of week are marked showing which days students will be in the clinical facility. Days are marked using day shift codes.	Please select a shift code for each day of the week the students will be at the clinical facility. Examples of codes are Day (D), Evening (E), Night (N), etc.
STATUS	Status of the placement. Allows for a quick search for open and temporary release placements availability.	Please enter a status. This will be forcibly selected from a drop down menu. Examples: Active, Open, TempRel, etc.
COMMENTS	Section for comments related to the placement.	Add any comments to the rotation, as applicable.