
CCPD

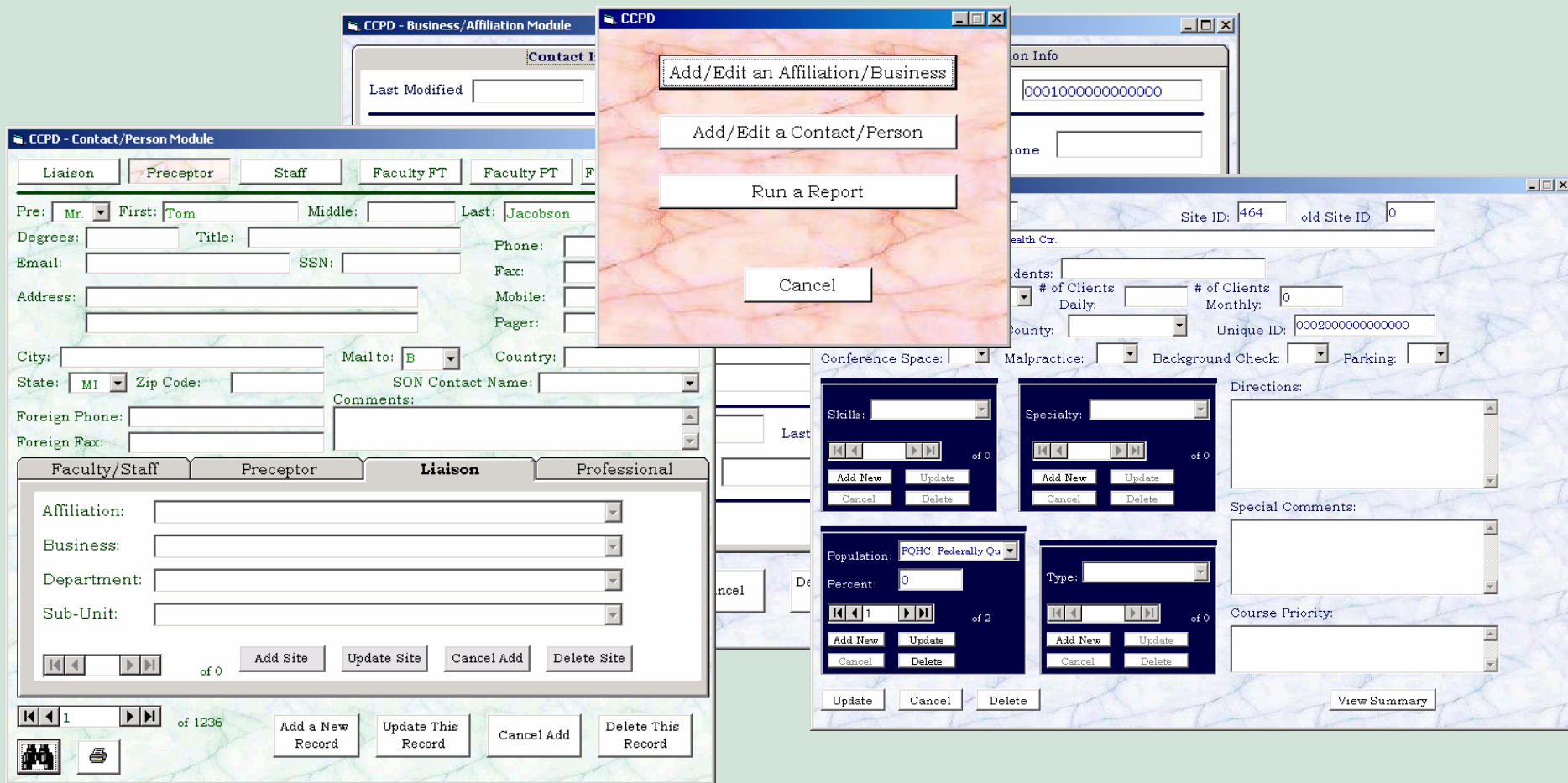
**Central Clinical Placement
Database**

Student Clinical Placement Overview

In order to track student clinical placements, several pieces of data gathering and entry are necessary.

- Every clinical/internship site must have an affiliation agreement between the site or the site's parent company and the School of Nursing.
 - Clinical sites must be logged into a database, along with any information that course coordinators and instructors would find useful in placing students.
 - Students must be tracked electronically in a format that allows for entry of which clinical site they are working at, and with which preceptor.
 - Preceptors need to be entered as data, as well as linked to all clinical sites where they work. Again, this information is useful in placing students.
 - Finally, reports utilizing all this information have to be made available, in order to facilitate the process of placing students with people and locations that will benefit them the most.
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CCPD is used by staff and faculty throughout the School of Nursing. It provides multiple functions – tracking Affiliation agreements, storing data about clinical sites and preceptors, and keeping track of student/preceptor/clinical site relationships.



CCPD articulates with the various student information databases in order to keep track of each student's clinical site and preceptor. This practice also helps assure that the School has a signed affiliation agreement for every clinical/internship site. Both CCPD and the student databases have reports designed to reflect the data they gather in various useful ways.

66 Program CHN Sub Specialty FNP Status: Graduate

First Name: Jane Last Name: Doe Birth Date 5/21/1969 Last Updated: 06/18/2002

Address 1234 Morning Glory Lane City Ann Arbor State MI Zip 48104

County Washtenaw Country USA Home Phone (734) 123-4567 Work Phone (734) 987-6543 Gender F

EmpID: 78978978 unigame: janedoe non-umich email: janedoe@yahoo.com

Residency Yes Citizenship: USA Notes This is a made up record to protect student information.

Civil Rights: 5 SS#: 445-78-3535

Applicant Enrolled Graduate Financial Aid

GRADUATE? Honor Code: CTP: GPA: 6.244

Advisor: Martyn Anticipated Completion Date: 04/26/2002 Inactive?: Last Term Enrolled: W02

Remarks on Completed: Inactive Notes: Enrolled Memo:

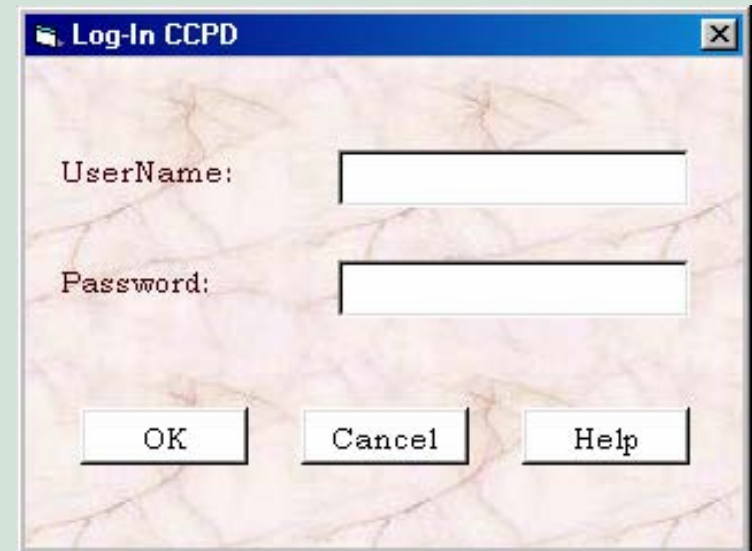
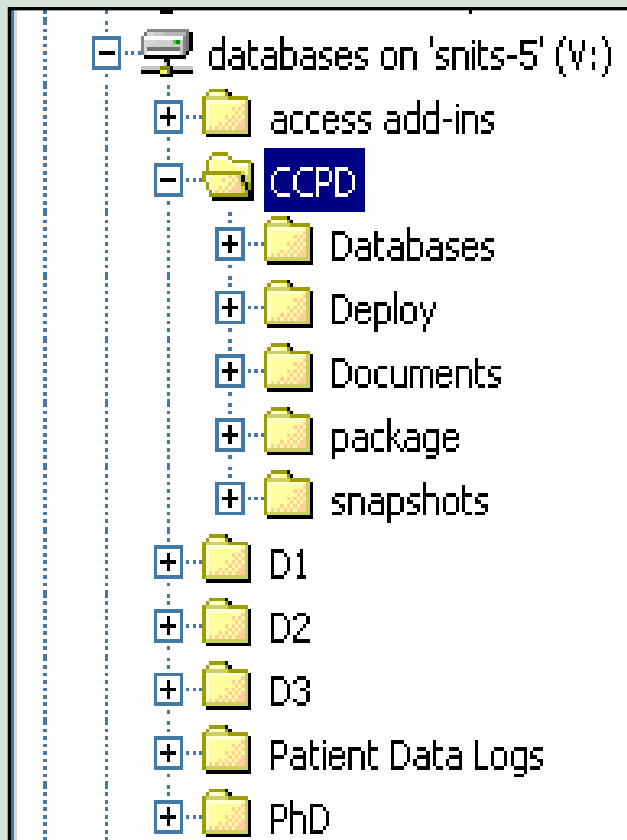
HEALTH CERTIFICATE FORMS Form (TB, Rubella, Rubeola, HepB, Varicella): Y TB: 8/8/00 CPR: 8/01

Total Registered Credits: Total Completed Credits: 43 Condition

Course	Section	Term	Credits	Grade	Flag	Clinical	Site	Preceptor	Sec
N537		F00	3	A	completed				
N566		F00	4	A	completed	Yes	Ann Arbor Family Pra	Abramowicz, Sherry	
P620		F00	3	C+	completed				
N503		F00	3	A	completed				

Record: 1 of 19

CCPD is located on a secure server that is housed in the SON to protect information. Additionally, there is a log-in screen which helps keep track of who makes changes to records. A variety of people in the SON have access to CCPD. There are two kinds of access: regular (ability to make changes) and read-only. Division admins, sn-its staff and OCP staff have “regular” access, with the ability to edit records. Other people in the school have requested and been given read-only access, in order to be able to view and print information about clinical sites and preceptors.



There is a specific screen that is used to enter clinical site information. This is useful for tracking other elements about sites as well, such as how many students the site can take each semester.

The screenshot displays the 'CCPD - Clinical Sites' application window. The form contains the following fields and controls:

- Last Updated:** 5/8/2003
- Site ID:** 532
- old Site ID:** 0
- Name:** Huron Valley Center
- Status:** A
- # of Students:** 8
- Contact:** Theresa Foley
- # of Clients Daily:** 250
- # of Clients Monthly:** 250
- Region:** Zone 4
- County:** Washtenaw
- Unique ID:** 0176000000000000
- Conference Space:** Y
- Malpractice:** N
- Background Check:** Y
- Parking:** Y
- Skills:** A list box with 'shower assistance' selected. Other visible items include BATH Baths, bed or, CCU Coronary Care, DIAB Diabetic Care, DRES Dressing, ER Emergency Care, EYE Eye Care, FEED Feeding Assis, and FOOT Foot Care.
- Specialty:** GERO Gerontology
- Directions:** 23 So. to US-12 exit, turn R & go to Carpenter Rd., turn R & go So. about 2 miles to Bemis Road, turn R & go about 1/2 mile to hospital on R
- Special Comments:** -must pass LIEN check, -complete 16 hours of orientation prior to start on clinical units, -no pagers, no cell phones allowed!
- Course Priority:** N500
- Population:** Medicaid Medicaid
- Percent:** 0
- Type:** ACH Acute Care Hos;

At the bottom of the window, there are buttons for 'Update', 'Cancel', 'Delete', and 'View Summary'.

After a site has been entered or updated, entering preceptor information is the next essential step. This particular preceptor was chosen because of its sparse data both in order to protect any confidential data, and to illustrate how important it is to get complete, accurate data.

Preceptor data is often the most difficult data to obtain and keep current.

The screenshot displays the 'CCPD - Contact/Person Module' window. At the top, there are tabs for 'Liaison', 'Preceptor', 'Staff', 'Faculty FT', 'Faculty FT', and 'Faculty Adjunct'. The 'Preceptor' tab is selected. The form contains the following fields:

- Pre: **Mr.** First: **Tom** Middle: Last: **Jacobson**
- Degrees: Title: Phone:
- Email: SSN: Fax:
- Address: Mobile:
- City: Mail to: **B** Country:
- State: **MI** Zip Code: SON Contact Name:
- Foreign Phone: Comments:
- Foreign Fax:

Below the main form is a sub-section with tabs for 'Faculty/Staff', 'Preceptor', 'Liaison', and 'Professional'. The 'Liaison' tab is selected. This section contains:

- Affiliation:
- Business:
- Department:
- Sub-Unit:

At the bottom of the window, there are navigation and action buttons:

- Navigation: **1** of 1236
- Buttons: **Add Site**, **Update Site**, **Cancel Add**, **Delete Site**
- Bottom Buttons: **Add a New Record**, **Update This Record**, **Cancel Add**, **Delete This Record**

Links are made from the preceptor to the clinical site. Professional information can be added, such as their license number and expiration date. If the preceptor is also SON faculty, U of M pertinent data is stored as well. Once again, good data and data entry is invaluable. The preceptor portion of CCPD has the least complete data, which makes it difficult for reporting purposes and special events such as Preceptor Recognition events.

Faculty/Staff	Preceptor	Liaison	Professional
Affiliation:	University of Michigan 0189		
Business:	University of Michigan Health System 0083		
Department:	University Hospital 0047		
Sub-Unit:	Thoracic Surgery Clinic 0151		
<div style="display: flex; justify-content: space-between;"> 1 of 1 Add Site Update Site Cancel Add Delete Site </div>			
<div style="display: flex; justify-content: space-between;"> 10 of 1347 Add a New Record Update This Record Cancel Add Delete This Record </div>			
<div style="display: flex; justify-content: space-between;"> View Report </div>			

Faculty/Staff	Preceptor	Liaison	Professional
RN License	Number: 4704192578 State: MI Exp Date: 3/31/2004		
Specialty:	FNP Family Nurse		
Specialty Certification	Type: FNP Family Nurse Pre		
<div style="display: flex; justify-content: space-between;"> 1 of 1 Add New Update </div>			
<div style="display: flex; justify-content: space-between;"> Exp Date: 3/31/200 Number: 336651-22 </div>			
<div style="display: flex; justify-content: space-between;"> 1 of 1 Add New Update Delete Cancel </div>			

Faculty/Staff	Preceptor	Liaison	Professional
Title:	Professor		
Title2:			
UniqueName:	janedoe		
EmpIID:	12345678		
School:	School of Nursing		
Department:	ORSC		
Building:	SON	Campus Zip:	0482
Location:	400 N. Ingalls, Ste 5123		
Phone:	(734)888-9999	Fax:	(734)888-9966
<div style="display: flex; justify-content: space-between;"> Add Info Update Info Cancel Add </div>			

Each Division has an administrative person to enter student information into their student database. After the placements are made each semester, this person enters in any applicable sites and preceptors for students in clinical courses. The student database connects to CCPD to provide a pull-down menu list of sites and preceptors for the admin to choose from.

Total Registered Credits:	<input type="text"/>	Total Completed Credits:	<input type="text" value="43"/>	Condition	<input type="text"/>				
Course	Section	Term	Credits	Grade	Flag	Clinical	Site	Preceptor	Sec
N537		F00	3	A	completed				
N566		F00	4	A	completed	Yes	Ann Arbor Family Pra	Abramowicz, Sherry	
P620		F00	3	C+	completed				
N503		F00	3	A	completed				
Record:	<input type="text" value="1"/>	of 19							

CCPD Reports – Current Affiliations

- This report is produced anytime a significant number of affiliations is added to CCPD, or on demand.
- It is designed to list only those affiliations with which we have a current, valid agreement. Any instructor wishing to use a site not associated with one of these affiliations needs to make arrangements with OCP to begin or update an agreement.
- Other affiliation reports are available, with a wide range of how much information they provide. Some are simply listings, some are listings more fleshed out – such as this one, and there is a report which includes every piece of information about our affiliations.

Current Affiliations (End date is after today's date)

Name Type	Requesting Department	End Date
ABC Academy 8210 Leaning, Jackson, MI 49202	Division 2	11/8/2005
ACCESS: Arab Community Center for Economic and Social 6450 Maple Road, Dearborn, MI 48128	Division 1	1/1/2007
Alivio 1188 S. Wesley Avenue, Oak Park, IL 60804	Division 2	9/1/2004
Alpha House 4200 Jackson Road, Ann Arbor, MI 48106	Division 2	9/1/2006
American Red Cross 2729 Fekard Road, Ann Arbor, MI 48106	Division 2	10/28/2005
Amerigard Development Corporation 6245 Lakster Road, Garden City, MI 48135	Division 2	9/1/2007
Ann Arbor Convention and Visitor Bureau 120 W. Huron Street, Ann Arbor, MI 48104	Division 2	9/1/2006
Ann Arbor Hands On Museum 220 East Ann Street, Ann Arbor, MI 48106	Division 2	9/1/2005
Ann Arbor Public Schools 2555 South State Street - Bldg 2, Ann Arbor, MI 48104	Division 1	9/1/2004
Ann Arbor Thrift Shop 1149 Broadway Street, Ann Arbor, MI 48106	Division 2	7/6/2005
Arbor Care 1558 Broadway, Ann Arbor, MI 48106	Division 2	5/28/2005
Arbor Heights Center 1447 Washington Heights, Ann Arbor, MI 48104	Division 1	1/1/2007
Arbor Hospice and Home Care 2388 Oak Valley Drive, Ann Arbor, MI 48108 Home Care and/or Hospice	Division 2	4/1/2006
Associates in Internal Medicine 2090 Commonwealth, Ann Arbor, MI 48115	Division 2	1/1/2006

CCPD Reports – Preceptor Profile

This report is used to help facilitate the annual Preceptor Night held every year by OCP. Preceptors are presented with their report, and asked to mark any changes which are later entered into the database. This helps us keep current information about our preceptors.

Preceptor Profile

Name	Dr. Sample Preceptor Record		
Credentials	MD		
Job Title	Director of Some Department		
Email	qwerty@email.com		
MailTo	Home		
Home Address	300 Crooked Road Nowhere, MI 44444-4444 US		
Home Phone	7341215656		
Home Fax			
Home Mobile	(734)999-3213		
Home Pager	7348888745		
School of Nursing Contact	Joanne Pohl		
Rn License # State	5555555555	CA	1/1/2099
Specialties	ANP	Adult Nurse Practitioner	
	GERO	Gerontology	
Specialty Certification			
Site Information	University of Michigan; University of Michigan Health System; Employee Health Service 1500 East Medical Center Drive C380 Med Im Building, Box 0838 Ann Arbor, MI 48109-0838 (734)764-8021		
Last Updated	1/15/2004		

Planned Changes

- Design work to make CCPD increasingly user-friendly and effective is ongoing.
 - New reports to make CCPD and student databases more effective at disseminating information are being designed.
 - A brown-bag style presentation is being planned to introduce new users to CCPD: what it is, how to use it, how to get reports from it, etc.
 - Planning is underway to rework the student databases with the help of a team from MAIS (Michigan Administrative Information Services), which will include a direct connection between M-Pathways and our data systems at the School. This should save a significant amount of data entry into the student database, and provide more accurate data, which will help produce faster, better reports that pull from both the student databases and CCPD.
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Need more information?

- CCPD has a users' guide which is helpful for current users to refer to for questions or problems.
 - This presentation is posted online at www.nursing.umich.edu/snits/databases.html
 - The Office for Community Partnerships is responsible for keeping track of Affiliation agreements and events such as our annual Preceptor Day. Raye Holden from OCP can be reached at rholden@umich.edu.
 - Angie Peterson, from the Sn-its office, maintains CCPD. Angie can be reached at angelalp@umich.edu.
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