A Student's Guide to Using Meditrek

To quickly search this document for key words, use the keyboard shortcut Ctrl+F.

About Meditrek

Meditrek is Loyola's practicum application system for students preparing to take their practicum courses. With Meditrek, students are able to:

- Start an application and save a draft to return to later.
- Check the status of their application and review information submitted at any time.
- Receive email notifications of when the status of their application changes in real-time.
- Upload practicum documents to one convenient repository.
- Quickly review what they have already submitted and what they still need to do.

Accessing Meditrek

The semester prior to your first practicum course, you will receive a welcome email to your Loyola email address from Meditrek. This will contain your login information. Please be sure to check your spam folder if it is not in your main inbox.

If, after checking all possible folders, you are unable to locate your login details, please contact Elizabeth Wadsworth at ejwadswo@loyno.edu for assistance.

Starting an Application

Students will start a new application by selecting the target course and semester from the drop down menu and hitting "Start New". Course and semester must be a valid combination and should follow the student's progression plan. Example:

NOTE: Each unique combination of information (course, semester, practicum site, and preceptor) must be submitted as its own application.

For example, if you have two preceptors at the same practicum site during the same course and semester, you will need two separate practicum applications. If one preceptor is employed at two locations, you will need two applications. **You are NOT restricted to one application.**

The Application Checklist

Once you have started an application, you will be taken to the main Practicum Application Checklist. This entire checklist must be completed in order for you to be able to submit the application. The items can be completed in any order. The entire application must be approved in order for you to be registered in the target practicum course.

The materials required to complete the application can all be found on the School of Nursing Resources webpage under the **Practicum Resources** header.

Application Deadlines can be found at the top of your application checklist page.

Forms to Complete

☐ Practicum Site Information
Status: Not Entered

☐ Preceptor Information
Status: Not Entered

☑ Student Information
Last Modified: 4/5/2018 3:57:25 PM
Status: Completed

☐ CastleBranch Requirements
Status: Not Entered

Documents to Upload

☐ Preceptor - CV or Résumé
Not uploaded yet

☐ Preceptor - Professional License
Not uploaded yet

☐ Preceptor - Signature
Not uploaded yet
A blank copy of the Preceptor Signature document is available at cnh.loyno.edu/nursing/resources, named FORM-Preceptor Agreement Form.

☐ Student - RN License
Not uploaded yet

Practicum Site Information

The first item to complete is the practicum site information page. Clicking on this item will bring up a popup titled "Affiliation Agreements"- **please read this popup thoroughly, as this contains all instructions needed for submitting an affiliation agreement once you have entered your practicum site**. Submitting a site incorrectly will delay processing. These instructions are also available on the School of Nursing resources webpage, titled **GUIDE – Submitting an Affiliation Agreement**.

By default, choosing a state from the first drop down menu will select "Enter a new site". **Before entering a new site, be sure to check that your chosen practicum site is not already present in the database. If your site already has a database entry, the information will automatically be entered into your form.**

DUPLICATING EXISTING SITES WILL DELAY PROCESSING.

Select Site:	Louisiana ▼	Enter a new site ▼	Submit
Select Site:	Louisiana ▼	Ochsner Clinic Foundation (Main) - Covers ALL Ochsner Locations - 1516 Jefferson Highway, New Orleans ▼	Submit

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QUESTION: My organization is in Meditrek, but the address is different from the physical location where I will be doing my practicum. How should I submit this?
First, make sure that it is indeed the same organization. Once confirmed, submit your application using the current entry. On the next page, there will be a section where you can enter notes from your discussions with the proposed practicum facility. Enter the alternate address in this text box.

Review the Practicum Site Information page as well as the page linked under the site's name titled "**View Affiliation Agreement Information Page**". Some sites have additional requirements or restrictions. If this applies to your site, they will be listed on the AA Information page along with instructions for completing additional requirements.

If necessary, you may change your site selection at any time prior to submitting the completed application by clicking "Change site selection".

Change site selection | Warning: this will abandon any edits you have made

Proposed Practicum Facility

Ochsner Clinic Foundation (Main) - Covers ALL Ochsner Locations
View Affiliation Agreement Information Page ⧉

ENTERING A NEW SITE:

If your site has never been proposed as a practicum facility, you will need to fill out the name of the practicum site, address, contact information, etc. yourself. Once submitted, it will then become available on the main drop down menu for all students to select.

> **Question: What if my practicum site has had an affiliation agreement in the past, but it is now expired? OR what if the current agreement will expire during my practicum semester?**
>
> We will need to renew the affiliation agreement. In this case, please contact BOTH your facility and Kacey Mills at kmmills@loyno.edu as soon as possible. If your site is able to sign a new standard Loyola affiliation agreement form, the new form may submitted by email. Do not submit an AA by email unless it is a renewal, as it will not be accepted.

Once you have completely filled out the practicum site application form, you are ready to click Save Final at the end of the page. This will check off the box under Forms to Complete and mark its status as Completed.

Questions about the appropriateness of a certain practicum site (related to the type of clinical experiences, number of patients, etc.) should be directed to **your faculty advisor**. Information regarding your advisor can be found in your LORA account.

If you have questions about this part of the Meditrek application itself, please contact Kacey Mills at kmmills@loyno.edu.

EXTRA: Upload Standard Affiliation Agreement

If your practicum site is signing the Loyola affiliation agreement, a new requirement will appear on the checklist under Documents to Upload, titled Site – Affiliation Agreement. This will bring you to a page with guidelines on submitting the Loyola affiliation agreement.

Reminder: Please read the instructions for submitting an affiliation agreement, as not all types of AAs can be submitted to Meditrek. If your site is using an outside agreement, this section should not appear. If it does, your site has been submitted incorrectly.

WARNING: DOCUMENTS SUBMITTED HERE WILL BECOME PUBLIC BY DEFAULT. DO NOT SUBMIT ANYTHING CONTAINING PERSONAL INFORMATION. ONLY THE SIGNED LOYOLA STANDARD AFFILIATION AGREEMENT SHOULD BE UPLOADED HERE. OTHER PRACTICUM DOCUMENTS SHOULD BE UPLOADED TO THE APPROPRIATE SECTIONS.

Upload Standard Affiliation Agreement

Is your practicum site able to sign Loyola's standard Affiliation Agreement (labeled "FORM - Affiliation Agreement" under cnh.loyno.edu/nursing/resources) without modifications? ● Yes ○ No

Please scan and upload the signed agreement here.

NOTE: This form should only be used for uploading signed copies of Loyola's standard Affiliation Agreement without modifications.

- You must fill in the facility's name and address on page 1.
- The information requested on page 2 must be included.
- Do not include your own name on the Affiliation Agreement. The AA is between Loyola and your organization.
- Page 6 must be signed by an organization representative with signatory authority.
- The signature cannot be typed. It must be either hand-signed and scanned or a digitally inserted hand signature.
- Blanks must be completed digitally or in clean handwriting.
- Ensure your scan is high quality before uploading.
- Please make sure all six (6) pages of the AA are included.

Standard Affiliation Agreement: [Choose File] 2018 MAY - MCtmp.pdf

Facility Signature Date: [1/1/2018]

Maximum file size: 4 MB.

[Upload]

If you have any questions about submitting an affiliation agreement, contact Kacey Mills at kmmills@loyno.edu.

EXTRA: Submitting AA Additional Requirements

Some practicum sites have additional requirements that students must complete in order to rotate there. Your application will not be approved if this section is incomplete. If your site has additional requirements, a new item will appear on the checklist under Forms to Complete, titled Affiliation Agreement Additional Requirements.

☐ Affiliation Agreement Additional Requirements
Last Modified:
Review Status: Not Entered

The Additional Requirements section will be highlighted in red and will explain what is needed and how to submit it. After you read through the list of additional requirements for your practicum site, you will find the option to upload supporting documents and a text box to type additional information.

Any documents or information required by LOYOLA should be uploaded via Meditrek. If the requirement states that students must send a particular piece of information to the PRACTICUM SITE, follow the directions stated in the Additional Requirements section or contact the site to find out how you need to submit.

Items submitted through Meditrek WILL NOT BE DELIVERED TO THE PRACTICUM SITE.

Supporting Documents
If necessary, please upload supporting documents that shows how you meet the additional requirements:

Upload from: [Choose File] No file chosen
Maximum file size: 4 MB.

Document Description: [_____]

[Upload]

No Documents Uploaded

Additional Information
If necessary, please provide additional information that shows how you meet the additional requirements:

[_____]

☐ The information provided above shows that I meet the additional requirements.

[Submit]

Once you have submitted the additional requirements, tick the final box and hit submit. This will bring you back to your checklist.

If you have any questions about submitting your additional requirements, contact Kacey Mills at kmmills@loyno.edu.

Preceptor Information

On this page, you will be required to enter your preceptor's name, position, credentials, and other information. Again, only one preceptor may be added to this page. **If a second preceptor is needed, you will need to start a second application.**

Once all of your preceptor's information has been entered, click Save Final. This will bring you back to the main page of the application checklist. You will see that the Preceptor Information component is checked off and the status is Completed.

Student Information

This page contains your own information. Some information will be filled in automatically, but other information will need to be entered. Once completed, this information will automatically be added to future applications.

Fill out the information requested and/or review the completed form. Then, save final. This will check off Student Information on your checklist and mark the status as Completed.

CastleBranch Requirements

CastleBranch requirements are completed through the main CastleBranch website. You should have already received information on accessing and using CastleBranch to submit your immunization documentation and to complete a background check & drug test. If you need more information, check the page titled **GUIDE – CastleBranch** on the School of Nursing Resources webpage.

On this page in Meditrek, you will simply tick the checkbox stating that you understand what must be completed, enter your password, and click submit. This will take you back to the main checklist and mark this section as Completed. Nothing else needs to be done through Meditrek itself.

NOTE: Your application WILL NOT BE APPROVED unless you are compliant in CastleBranch.
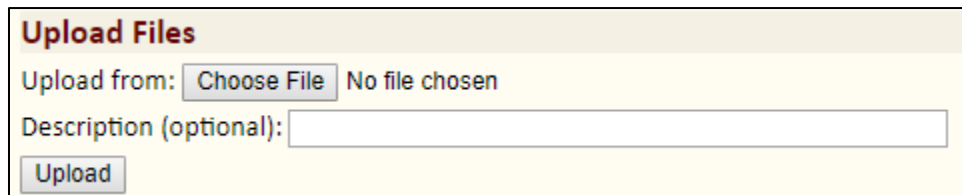
Documents to Upload

Documents that you upload to Meditrek are all stored in your personal Meditrek file bank so that it can be easily accessed later. For example, if you take a practicum course during your first semester and are with the same preceptor during your second semester, you will have already uploaded your preceptor's professional license. Therefore, when filling out the second semester's application, it would already be available from the drop down menu.

Before uploading a document, you will need to click on whichever document you want to submit: Preceptor CV or Resume, Preceptor Professional License, Preceptor Signature, Student RN License, OR sometimes the Loyola Affiliation Agreement. The options are detailed on the **FOLLOWING PAGE**.
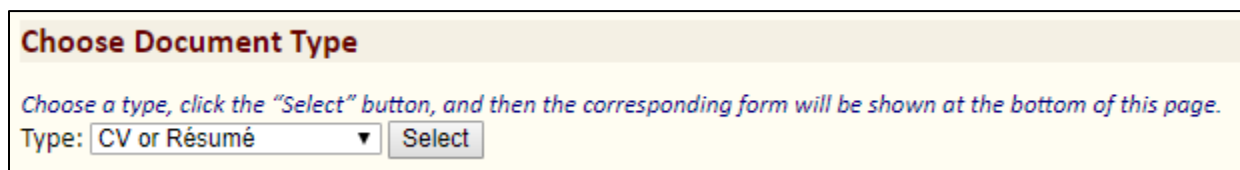

HOW TO UPLOAD AND SUBMIT DOCUMENTS:

STEP ONE: To upload a document, you will need to click on Choose File, then browse your computer until you have found the correct file. It is recommended to add a description so that it can be easily found later.
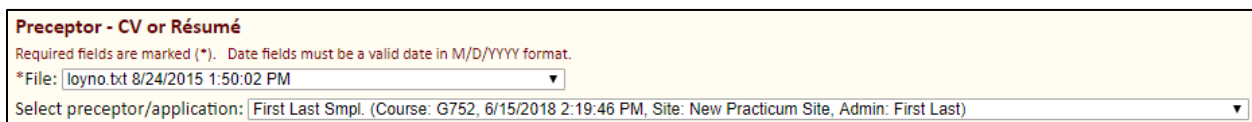
Upload Files

Upload from: [Choose File] No file chosen

Description (optional): [   ]

[Upload]

STEP TWO: After the document is uploaded, you will then choose which checklist item you want to assign a file to.

Choose Document Type

Choose a type, click the "Select" button, and then the corresponding form will be shown at the bottom of this page.

Type: [CV or Résumé ▼] [Select]

STEP THREE: Finally, you will need to select which of your uploaded files you want to submit as that checklist item, as well as the application you are submitting it to. Additional information may be needed depending on the item being submitted.

Preceptor - CV or Résumé
Required fields are marked (*). Date fields must be a valid date in M/D/YYYY format.
*File: [loyno.txt 8/24/2015 1:50:02 PM   ▼]
Select preceptor/application: [First Last Smpl. (Course: G752, 6/15/2018 2:19:46 PM, Site: New Practicum Site, Admin: First Last)   ▼]

Required Documents:

Site – Affiliation Agreement:
Covered earlier in this guide. See page 5 for more information.

Preceptor – CV or Résumé:
Upload a copy of your preceptor's CV or résumé.

Preceptor – Professional License:
Upload a screenshot your preceptor's license verification showing all available information. This can be found using Nursys or on the Board of Nursing's website by searching for your preceptor's license number.
Snapshots of physical licenses will not be accepted.

Preceptor – Signature:
Upload a signed copy of the Preceptor Agreement Form, which can be downloaded from the School of Nursing resources webpage under Practicum Resources, titled:
FORM – Preceptor Agreement Form.

Student – RN License:
Upload a screenshot your license verification showing all available information. This can be found using Nursys or on the Board of Nursing's website by searching for your license number.
Snapshots of physical licenses will not be accepted.

Submit Application

Once all application components have been completed and each item has been checked off, returning to the main Practicum Application Checklist will display a popup titled "Submit Application". You will need to tick the checkbox, enter your password, and hit submit. This will enter your application into the system and alert us that you have fully prepared all information for review.

!! YOU MUST <u>SUBMIT YOUR APPLICATION</u> BEFORE WE CAN REVIEW IT !!

Remember, the application is only a PROPOSAL. Applications can and should be submitted **EVEN IF YOUR AFFILIATION AGREEMENT IS NOT YET COMPLETED**- as in, signed by ALL parties. We cannot approve your application until it has been submitted. Incomplete applications (those still pre-submission or returned for work) **will not be reviewed**. Failure to submit an application, even if all information has been entered, can cause major delays in processing or even delay your progression in the program.

After Application Submission

Submitting your application will add the following text to the top of your application:

> The status of this application is: **Submitted**

You will also notice that the appearance of your application has changed slightly. Notably, you should now see a new section titled Affiliation Agreement Information.

> ☑ Affiliation Agreement Information
> Last Modified: 6/15/2018 4:15:03 PM
> Status: Submitted

Affiliation Agreement Tracking:

If necessary, this is where the current status of the affiliation agreement can be reviewed. Clicking the blue question mark next to "Current Status of AA" will display more information on each status, including an estimate of time that may be spent in each stage and who to contact at each step in case it has taken longer than expected.

New Practicum Site

| Information | Documents |

Site Address:

1 Sample Site
Sample, Louisiana 00000

Site Contact for Processing of Affiliation Agreement:

Name First Last

Email sample@sample.com   Phone 000-000-0000

Affiliation Agreement:

Current Status of AA Submitted by Student ❓

List Status Active

Last Updated at 6/15/2018 4:15:03 PM

Approval:

Each of the components of your application will be reviewed individually by a School of Nursing team member. If there are no issues, your application will be approved. The text at the top of your application checklist will then display as below:

The status of this application is: Approved

If there are any issues, you will receive an email detailing which items must be addressed before your application can be approved. You will then be able to go back into your application and edit information as needed.

Registration:
Once your application has been approved, congratulations! You are ready to begin your practicum rotation once the semester is underway. Important university dates can be found here:

Academic Calendar