

# IU Health Office of Clinical Education (OCE) for APP students

## Database access instructions for Practice Leaders and Preceptors

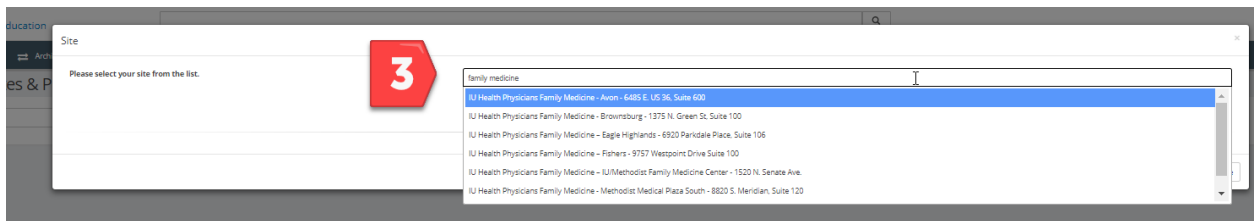
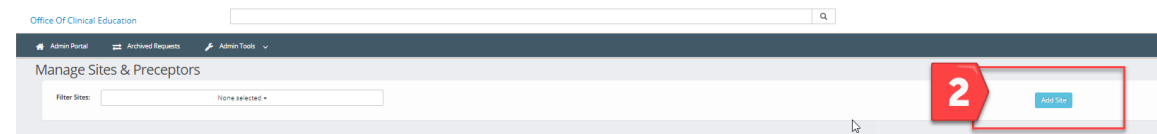
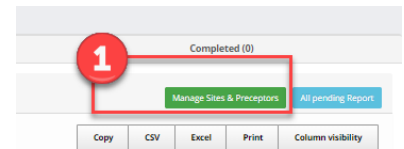
### 1. Registration:

- OCE creates accounts and sends activation email to new users
  - \*contact [oce@iuhealth.org](mailto:oce@iuhealth.org) or 317-962-5048 to request account
- Click link in activation email (sender is Center for Physician Education) to create a password
- To return to the site, log in at <https://iuhealthcpe.org/OCE/dashboard>

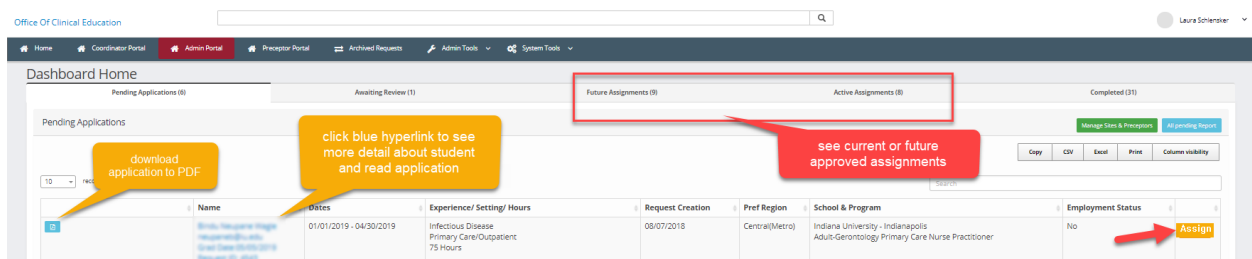
### 2. Practice Leaders: Set up your Sites and Preceptors

\*No requests or assignments will be viewable until you set the sites you manage

- **Click the Manage My Sites** (green button) and choose from the list of sites (selecting multiple if appropriate). Once you click in the drop down a search toolbar will appear where you can type key words (ie provider group, or street address, etc).

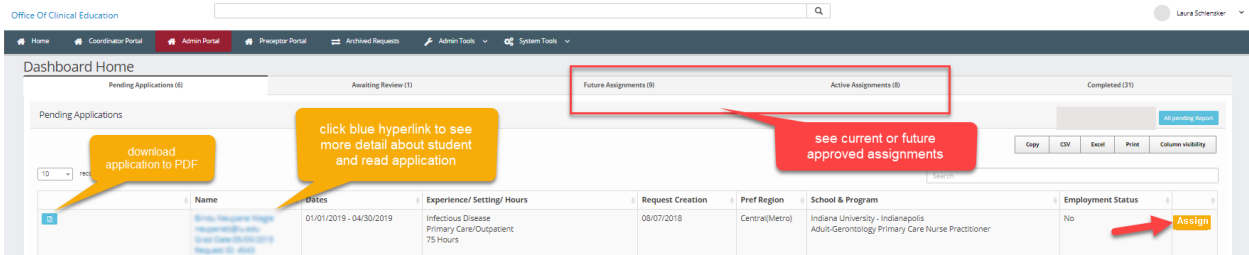


- **Verify information** about sites, providers and edit as necessary
- Optional: Assign students to available preceptors during “Assignment open period” (see chart below) from the Pending Tab of applicants



**Preceptors:**

- **Verify your information** and availability each semester on the **Profile page**
- View student applications in **Pending tab** or review upcoming scheduled assignments in **Future or Active tab**



- **Assign yourself a student during the “Assignment open period”** (see chart below).

Semester	Student Application Period	Open Period for Arranging Assignments	Final Notification to Student
Summer (May-Jul start dates)	Dec 1 - Feb 1	Feb 1 - Mar 1	March 15
Fall (Aug-Dec start dates)	Mar 1 - Apr 1	Apr 1 - May 1	May 15
Spring (Jan-Apr start dates)	July 1 - Sep 1	Sep 1 - Oct 1	Oct 15

**Goals and benefits for administrator and preceptor access**

- Help OCE maintain **accuracy of information** about sites and providers who precept
- Access to **reporting** to view students coming to your site and their assigned preceptors
- **Student selection:**
  - Access to the entire pool of potential students may aid in proactive selection and evaluation of best-suited learners for your area
- **Decreased cold-calls**
  - Expectation is set with affiliated schools that students must register with our office
  - OCE is asking students to refrain from calling preceptors or sites now that our office and practice leaders have access to their requests and information