Office of Clinical Education

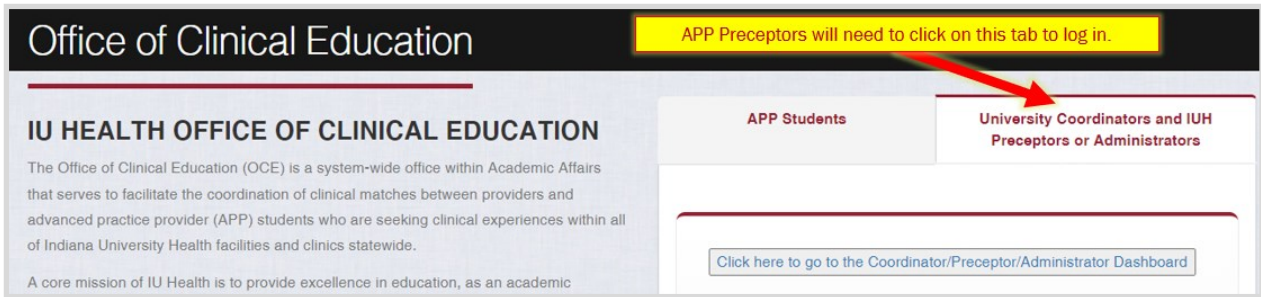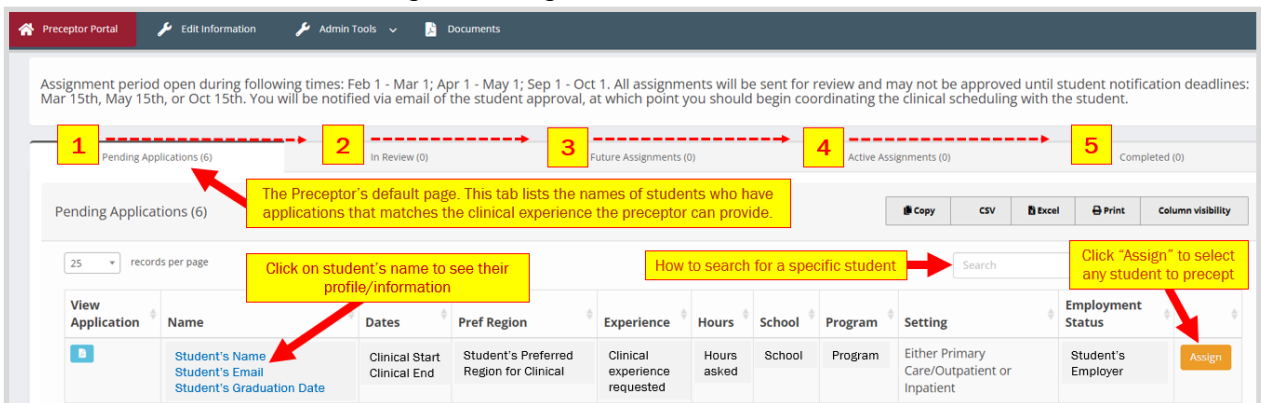|	
Topic: Selecting students to precept from OCE's database	Effective Date: 11.21.2023
Audience: OCE Preceptors	Contact: OCE@iuhealth.org

Overview: This document provides step-by-step instructions for OCE preceptors on how to select a student to precept from OCE's database

OCE Preceptor Selecting a Student to Precept

Step	Action
1	Contact OCE@iuhealth.org to request a preceptor account.
2	Once your preceptor account has been activated, log into the OCE database using your NTID. Refer to Job Aid (APP Preceptor—OCE Portal Activation Instructions).
3	From **OCE's website**, select the tab that matches your role as a preceptor.
4	Once logged in, you will land in the default view which is the (1) *Pending Applications* tab. Preceptors will select students to precept from this tab by clicking on the "Assign" button. Be careful to click only on the student's name you want to select. To unselect a student, click "Assign" button again. Names listed under (2) *In Review* are students you have selected but not yet notified by OCE. Names listed under (3) *Future Assignments* are students you will be precepting at a future clinical start date. Names listed under (4) *Active Assignments* are students who should be in clinical with you now. Names listed under (5) *Completed* are students who should be finished with their clinical experience with you.

OCE Preceptor Selecting a Student to Precept

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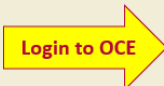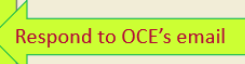
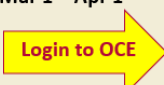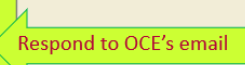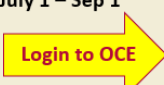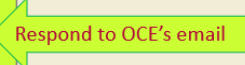| Step	Action
4	To learn more about the student you are thinking of selecting, click on the student's name to view the following information about the student: clinical advisor name and contact information, past clinical experience, previous work experience, professional/personal passions, professional/personal strengths, availability for clinical days, etc.
5	Remember to log out once you have completed selecting a student.

Preceptor Student Selection Dates

The dates with arrows below points to two instances of when a provider can select a student to precept.

Providers can select a student on the dates highlighted in yellow by logging into OCE's database and by following the steps previously outlined.

—OR—

Reply to the email sent by OCE on the dates in highlighted in lime green— "Respond to OCE's email".

1. Semester Breakdown	2. Students Apply	3. Preceptors Select Students	4. Students are Notified
Summer (Starts May – Ends July)	**Dec 1 – Feb 1** →Login to OCE	**STUDENT DATES (UNCHANGED in WEBSITE):** Feb 1 – Mar 1 **PRECEPTOR DATES: Feb 1-15 Preceptors Select Students** Feb 16-20 OCE emails providers asking them to precept a student Feb 21-Mar 14 OCE matches students according to preceptor response	**Mar 15** Students notified if they have a preceptor ←Respond to OCE's email
Fall (Starts Aug – Ends Dec)	**Mar 1 – Apr 1** →Login to OCE	**STUDENT DATES (UNCHANGED in WEBSITE):** Apr 1 – May 1 **PRECEPTOR DATES: Apr 1-15 Preceptors Select Students** Apr 16-20 OCE emails providers asking them to precept a student Apr 21-May 14 OCE matches students according to preceptor response	**May 15** Students notified if they have a preceptor ←Respond to OCE's email
Spring (Starts Jan – Ends Apr)	**July 1 – Sep 1** →Login to OCE	**STUDENT DATES (UNCHANGED in WEBSITE):** Sep 1 – Oct 1 **PRECEPTOR DATES: Sep 1-15 Preceptors Select Students** Sept 16-20 OCE emails providers asking them to precept a student Sept 21-Oct 14 OCE matches students according to preceptor response	**Oct 15** Students notified if they have a preceptor ←Respond to OCE's email

These quick easy steps to selecting students to precept through IU Health's database.

Student's that go through IU Health's Office of Clinical Education (OCE) will be checked that:

(1) there is an affiliation agreement in place to cover the student;

(2) that the school has proper programmatic accreditation;

(3) the student will have completed onboarding requirements before starting clinical; and

(4) receive the Cerner training and access for the APP student role.

—NOTE—

APP students showing up for clinical without going through OCE are not likely compliant in any of these 4 areas.